



Posted: Friday, June 23, 2017

NOTICE AND CALL OF THE SECOND REGULAR MONTHLY MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold the Second Regular Monthly meeting on

WEDNESDAY, JUNE 28, 2017 at 6:00 PM

In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

NO CLOSED SESSION

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. ITEMS FROM THE FLOOR**

(Three (3) minute limit per Speaker unless Council approves request for extended time.)

- V. CONSENT AGENDA**

- 1. Resolution 2017-07: Recognizing the First Trinidad Art & Music Festival in Trinidad, August 25-27, 2017.
- 2. Resolution 2017-08: LCP Update Grant Resolution of Submittal
- 3. Sheriff Activity Report for May 2017

- VI. DISCUSSION/ACTION AGENDA ITEMS**

- 1. Discussion/Decision FY 2018 Budget, and Resolution 2017-09 – Adopting FY 2018 Budget
- 2. Discussion/Decision regarding Contract Renewal with Humboldt County Sheriff for Police Services
- 3. Ocean Avenue Encroachments and Right of Way Recovery Project Bid Process and Award
- 4. Firehouse Expansion Bid Process and Award
- 5. Discussion/Decision regarding Trinidad Storm Water Management Improvement Project Financing

- VII. FUTURE AGENDA ITEMS**

- VIII. ADJOURNMENT**



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

1. Resolution 2017-07; Recognizing the First Trinidad Art & Music Festival in Trinidad, August 25-27, 2017.

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Dwight Miller, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2017-07

RECOGNIZING THE FIRST TRINIDAD ART AND MUSIC FESTIVAL
IN TRINIDAD, AUGUST 25-27, 2017

WHEREAS, the first Classical Art and Music Festival (TBAM) will be held in Trinidad August 25-27, 2017, and is the only festival of this kind between Southern Oregon and Mendocino; and

WHEREAS, world-class musicians born here, live here or who are 0 to 1 degree connected to Trinidad, will converge in Trinidad from national and international concert tours, most recently in England, Russia, Thailand, Japan New York, India, South America, Canada and the United States; and

WHEREAS, the TBAM Festival will feature a commissioned work for a premier performance by a Trinidad Composer, and

WHEREAS, TBAM Festival will be intimate and the perfect size for lasting impressions, yet it is anticipated that over 600 will attend the six intimate concerts, and

WHEREAS, Trinidad holds the best resources for such a Festival, including venues with excellent acoustics, the historic Town Hall with a fine Steinway and the 143 year-old historic Holy Trinity Church, and

WHEREAS, attendees will be encouraged to visit excellent restaurants and bars with coastal views and 5-star ratings; vintners with Wine Tasting rooms; Breakfast patios, breakfast and lunch nooks; a plethora of vacation stays bed, breakfast inns and motels; art galleries and gift shops and a market featuring local produce and Humboldt Made products, and

WHEREAS the City of Trinidad, within a small foot print, boasts the features of an urban environment, a City Museum, Library, an airport five minutes away, and is paired with rural and pristine environmental experiences of endless trails, the Pacific Ocean and Trinidad Bay!

NOW THEREFORE, BE IT RESOLVED, that the Trinidad City Council recognizes the last week of August 2017 as Trinidad Bay Art and Festival Week. TBAM!

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Trinidad, State of California, held on this 10th day of May, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Gabriel Adams
Trinidad City Clerk

Dwight Miller
Mayor

TBAM

TRINIDAD BAY ART & MUSIC FESTIVAL

A First! At long last and long overdue!

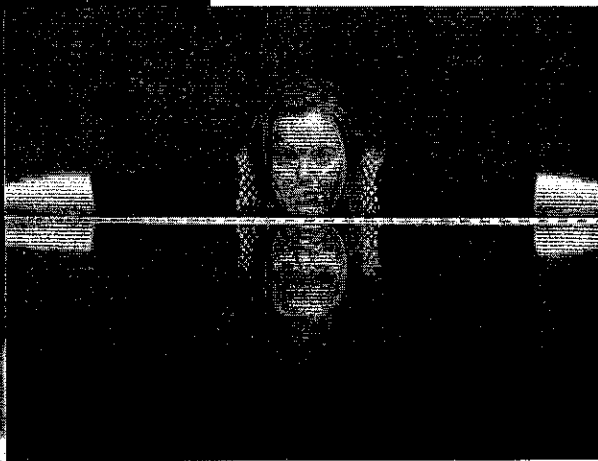
TBAM

August 25-27, 2017

World-class musicians 0 to 1 degree connected to Humboldt.



Temporary Resonance Trio, Daniella Mineva, Clara Lisle Peter Kibbe, Nonoka Mizukami, Seraphin Trio, & The Festival Strings converge from concert tours around the world (most recently in England, Russia, Thailand, Japan New York, India, South America, Canada)



We invite you to be a sponsor of the *first* TBAM Festival. You will be recognized in the Playbill, TBAM website and invited to a reception with the performers. Details attached.



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 20 PAGES

2. Resolution 2017-08; LCP Update Grant Resolution of Submittal

CONSENT AGENDA ITEM

June 28, 2017

Item: LCP Update Grant Resolution of Submittal

This memo is to inform the Council that Streamline Planning has applied for a Local Coastal Program (LCP) update grant through the California Coastal Commission on behalf of the City. This grant builds on the existing efforts to update the LCP and another Planning Assistance grant from the Coastal Commission currently being administered. To adequately complete the LCP update, the City is applying for Round 4 of the LCP grant to perform assessments and plans based on data gaps and changing conditions identified under the existing LCP grant award. Two of the three proposed tasks have already been started by the City. However, to finish updating the LCP, the City needs to perform (A) a contingency plan for coastal hazards along Edwards Street, (B) a water supply assessment, and (C) an update of non-zoning portions of the implementation plan so the entire LCP can be internally consistent and submitted for certification.

The large-scale slide near the Lighthouse has made coastal erosion hazard issues an immediate priority. The funding will be used to help synthesize the results of the current geologic investigation. These results will be used to inform options, planning and policies for how to address that and similar situations around town. Public outreach will be an important component of this task.

The other issue that has become more pressing since the last LCP grant application is water supply. Over the last few years of drought, a number of wells and other private water supplies became less reliable, and the City has seen a significant increase in the number of water hook-up requests for properties outside City limits. The City has a large water service area and needs to take a comprehensive look at supply and demand in order to maintain an appropriate service area and develop policies and procedures for determining under what circumstances the City will extend water service and to ensure that enough water is reserved for planned land uses.

Finally, the third task will tie up some loose ends with some of the minor, less-used ordinances that make up the Implementation Plan portion of the LCP, including the building, grading, and subdivision ordinances. These ordinances will be updated as needed. In addition, there are other City ordinances that may need to be revised and included in the LCP, such as the stormwater ordinance.

General Grant Details

Award amounts: The City is requesting \$55,500 under this grant.

Match: Communities that provide matching funds or commit significant in-kind resources will be given priority. The match will come from money that the City is already budgeting for the General Plan / LCP update.

Award date: Fall of 2017

Need

This grant will allow the City to address two important issues that have come up since the previous grant. It will also help the City to finish the LCP update and prepare an application to the Coastal Commission for certification. The grant has a proposed start date of November 1, 2017 and an end date of April 30, 2019, which is six months beyond the end date of the current LCP grant. The two grants should complement each other and allow the City to complete the update in a shorter amount of time than would otherwise be possible due to budget limitations.

The City's Planning Department will be the primary party responsible for completing this update. The City Engineer will also have an advisory role in the Coastal erosion planning task and will complete the water supply assessment. There is also funding for City staff to assist with the public outreach and administration of the grant.

Attachments

Resolution of Submittal
Grant application

Recommended Action:

Adopt the attached resolution authorizing submittal of the grant application to the Coastal Commission.

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Dwight Miller, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2017-08

COASTAL COMMISSION LOCAL COASTAL PROGRAM PLANNING GRANT

WHEREAS, the Budget Act of 2015 provides \$3 million for Coastal Commission grants in FY 15-16 to local governments to support Local Coastal Program (LCP) planning, and

WHEREAS, the California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a competitive grant program to provide such financial assistance for LCP planning; and

WHEREAS, the goal of the grant program is to develop new or updated LCPs in conformance with the California Coastal Act and to reflect current circumstances and new scientific information, including new understandings and concern for the effects of climate change, and

WHEREAS, grant proposals submitted under this grant program must complete land use plan and/or zoning work to either achieve submittal for certification of a Local Coastal Program (LCP) or an Area of Deferred Certification (ADC) or of an LCP Amendment to significantly update a certified LCP or LCP segments, including with special emphasis on effects of climate change and sea-level rise;

WHEREAS, the City of Trinidad, has an effectively certified LCP; and

WHEREAS, the City of Trinidad, desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to update the LCP in whole or in part,

WHEREAS, the City of Trinidad commits to and agrees to fully support a planning effort intended to update a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with the Coastal Commission staff.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Trinidad, hereby:

1. Directs the City of Trinidad staff to submit the grant application package attached hereto as Attachment 1 to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of \$55,000 to fund the project more particularly described in the grant application package.
2. Authorizes the City Manager, of the City of Trinidad, to execute, in the name of the City of Trinidad, all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package attached hereto and any project approved through approval of the grant application.

PASSED AND ADOPTED by the City Council, of the City of Trinidad, of the State of California on this 28th day of June, 2017 on the following vote:

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Dwight Miller
Mayor

CALIFORNIA COASTAL COMMISSION

45 FREMONT STREET, SUITE 2000
SAN FRANCISCO, CA 94105-2219
VOICE (415) 904-5200
FAX (415) 904-5400
TDD (415) 597-5885



CALIFORNIA COASTAL COMMISSION

LCP PLANNING

GRANT APPLICATION FORM

FEBRUARY 1, 2017

The California Coastal Commission is pleased to announce the availability of Round 4 grant funding to support local governments in developing or updating Local Coastal Programs (LCPs) pursuant to the California Coastal Act and with special emphasis on addressing impacts from climate change and sea-level rise. For Fiscal Year 2015-2016, Governor Brown approved an augmentation of \$3 million to the California Coastal Commission's budget to support local governments responsible for planning under the California Coastal Act (Coastal Act) to develop or update their Local Coastal Programs. After awarding nearly \$2.5 million in grant funding through a third round of grants in August 2016, approximately \$550,000 is available for the fourth round of grant funding. A full description of the grant program is available here: <https://www.coastal.ca.gov/lcp/grants/>

Coastal Commission staff is available to assist during the application process. Applicants are encouraged to reach out to the LCP Grant team with any questions as they develop their applications. Please note the entire grant application will be public record upon submittal. Click in the shaded text fields to enter text, numbers and dates. The fields will expand to accommodate the data. Grant applications are due by **May 31, 2017 at 5 pm.**

APPLICANT INFORMATION

Applicant name (agency): City of Trinidad

Address: 409 Trinity Street Trinidad, CA 95570

Contact name: Trever Parker Title: City Planner

Telephone: 707-822-5785 Fax: 707-822-5786

Email: trever@streamlineplanning.net

Federal Tax ID#: 946036496

Person authorized to sign grant agreement and amendment:

Name: Dan Berman

Title: City Manager

Application prepared by: Name: Trever Parker

Title: City Planner

Application prepared by: Name: Trever Parker

Signature: 

Signature: _____

Date: 05/31/17

PROJECT INFORMATION

Project title: City of Trinidad LCP Update

LCP/ LCP Segment: Trinidad LCP

Project location: City / Geographic area: Trinidad Planning Area, Northern California

County: Humboldt

Project timeline: Start date: 11/01/2017.

End date: 12/31/2019.

MAPS AND PHOTOS

Attached Figures:

- Draft General Plan Figure 3a – City Service Area
- Draft General Plan Figure 4 – Planning Area Land Use
- Figure 1 and 2 from Edwards Street /Lighthouse Slide Preliminary Geologic Assessment
- Photos of Edwards Street / Lighthouse slide

1. PROJECT DESCRIPTION.

This proposal requests funding to perform the planning, coordination, research and ordinance revisions necessary to fill data gaps to update remaining portions of the most outdated Local Coastal Plan in California. The intent is to certify all areas within City limits and develop policies and programs that reflect the changed conditions, effects of climate change and new scientific knowledge since the Local Coastal Program (LCP) was certified in 1980. More than 95% of the City is within the Coastal Zone so the LCP serves as the land use guidance policies and regulations for the entire City (see attached maps). The LCP also sets goals and policies for managing resource protection and development activity in the Coastal Zone of the Trinidad Planning Area (TPA).

The 10,318 acre TPA extends from the southern boundary of the community of Westhaven and Little River watershed to the northern boundary of the Burres Creek watershed that drains to Scotty's Point. Within this TPA, the ½ sq. mi. City of Trinidad sits on the coast with a population of 364 (2010 Census). The City's goal is to protect, conserve and enhance the remaining coastal, wetlands, water resources, living marine resources, and wildlife habitats and other natural resources while maximizing the public's enjoyment of the coast. This can only be accomplished if the City can adequately plan and prepare for future priorities.

To adequately complete the LCP update, the City is applying for Round 4 of the LCP grant to perform assessments and plans based on data gaps and changing conditions identified under the last LCP grant award. The data and documents generated by this work plan are needed immediately. Two of the three proposed tasks have already been started by the City; however, to finish updating the LCP, the City needs to perform (A) a contingency plan for coastal hazards along Edwards Street, (B) a water supply assessment, and (C) an update of non-zoning portions of the implementation plan so the entire LCP can be internally consistent and submitted for certification.

A) Task 1 – Coastal Erosion Hazard Management Plan

Recent, changing conditions have emphasized the need to develop methods and tools that define hazard areas in Trinidad, amass scientific data, estimate potential damages, and develop appropriate policy responses to coastal hazards and sea level rise impacts, especially related to erosion. The City needs strategies and models that support and strengthen its preparedness, rather than forcing a scramble in emergency situations or fixing problems as they arise. The latter reactive strategy is a financial burden, difficult and inefficient for the City, and it impacts tourism, public access, the coastal habitat and the community's quality of life.

The Climate Change Vulnerability Report and Adaption Response study produced as part of the current LCP Planning grant determined that sea level rise in the Trinidad area is tempered by continental uplift, but noted that bluff erosion, landslides and instability have always been an issue and will likely be exacerbated by sea-level rise and larger storm waves. Coastal trails, roads and essential utilities need to be protected from slides and slumping that can uncover and destabilize development, jeopardize public safety and access, impact wildlife habitat and damage essential City infrastructure.

Cracks and slow creep along the southern edge of Edwards Street, the main artery through town and to the Harbor, have existed for many years but remained generally stable. However, high rainfall this winter accelerated a deep-seated slide down the bluff near the intersection with Trinity Street, adjacent to Trinidad's iconic Memorial Lighthouse. The slide is large and likely encompasses all or most of the bluff face down to below the active head scarp, most likely down to the beach (see Figures from Landslide Assessment, SHN Consulting

Engineers and Geologists, Inc., 2017). The slide has impacted the lighthouse apron, sidewalk, parking lot, and access to the culturally significant Axel Lindgren Memorial Trail (see attached photos). The slide is also active adjacent to water, stormwater, and electrical infrastructure on Edwards Street.

The City has begun a geologic investigation in the area of the active slide with the installation of inclinometers. In addition, under a grant from the OPC to promote LID in the City, additional groundwater modeling will be completed to assess potential impacts to bluff stability from increased infiltration. This data will be important for formulating options for the bluff and road. It may also result in recommendations for further scientific analysis, laboratory testing procedures and results, a groundwater profile analysis. The data will inform mitigation designs to adequately address the sliding bluff. This data will be used to assess alternatives such as rerouting harbor access, relocating infrastructure and the Memorial Lighthouse, abandoning streets, stabilization options and addressing disturbance to historic tribal grounds and artifacts.

Additional bluff areas that surround the City also saw heavy erosion this winter which resulted in the damage and temporary or partial closure of several public access trails. The erosion in public access areas is compounding with the Edwards Street slide and anticipated to have a detrimental effect on Trinidad's tourism and recreation, especially during the summer seasons. Trinidad's economy relies heavily on its coastal resources and residents and visitors are dependent on the protection of and access to a functioning coastal trail system. The bluffs and shores of the Trinidad Planning Area provide valuable recreational and economic benefits for residents and visitors from all over the state and nation; Trinidad is one of the most heavily used coastal areas in Humboldt County.

With the requested funding, the City can compile and synthesize existing data and best available science. Since current conditions now require technical studies, the City can use the data to complete hazard and vulnerability reports. Climate change information, data and projections will be incorporated to evaluate the risks to coastal resources. Public outreach will be used to help assess various alternative solutions.

GOALS

1. Develop tools for the improved protection and management of coastal resources;
2. Encourage, promote, conserve, protect, restore or develop coastal bluff access and areas for the sustainable use of the resources
3. Minimize coastal hazards through effective management;
4. Promote solutions for geologic instability along Edwards Street.

OBJECTIVES:

1. Create a plan to address large-scale coastal erosion along Edwards Street that could be applied to other areas of town as well;
2. Consult with the Community Stakeholders and Coastal Commission Staff;
3. Identify feasible strategies and options to meet multiple goals in the coastal bluff areas;
4. Identify adaptation measures and LCP policy options, especially regarding coastal erosion.

(B) Task 2 – Water Supply Assessment.

Water is critical to daily life, land use, fire protection and the environment. Water supply has become an issue of significant concern for the City and surrounding areas, because a number of wells went dry over the past few summers due to the drought. Consequently, there has been a

renewed interest for properties outside the City to connect to the City's water system. Providing City water for additional properties could increase development opportunities in and around a coastal area, increase revenue for the City and provide for emergency services for the greater community. The Luffenholtz Creek watershed (12.95 km²) is a large perennial stream that discharges directly to the ocean, and as the City's main water supply, it is the City's responsibility to ensure development is appropriately planned to conserve, sustain, and make prudent use of California's natural and recreational water resources. To do this effectively, the City needs to know more about the watershed's capacity and potential build-out demand within the City's Service Area to avoid substantial cumulative effects on the City's water supply and adequately plan for the uncertainties of climate change to protect the watershed.

Originally, the City was not planning on making significant changes to its Planning Area, Sphere of Influence, or Water Service Area (see attached maps) as part of the current LCP update. However, the majority of well-dependent properties interested in City water service are outside City limits, facilitating the need to consider annexation and/or a Service Area expansion. Water supply and distribution is also a major determinant of the urban form and density of development in the City. If the watershed can respond to local needs, annexation could become an option, and the City would benefit from an increased population base and revenue for maintaining a City government. There is also some vacant and underdeveloped Commercial General and Commercial Recreation designated (Humboldt County LCP) lands just north of the City that are limited by water supply.

The City has recent but limited data regarding the City's watershed capacity and water rights. Data confirm that the Luffenholtz Creek watershed can support build-out within City limits under the current LCP. However, the data needs to be expanded to include portions of service area and various build-out scenarios, including Trinidad Rancheria's plans for increased development. (The Trinidad Rancheria is connected to the City's water system.) The current draft of the Land Use Plan includes policies for future development and services. However, water service is no longer just a future consideration. For example, the CalFIRE station is currently requesting connection to City water for potable needs. That project will require an LCP amendment because it is outside of the City's Service Area. Furthermore, the City has adopted an Accessory Dwelling Unit (ADU) Ordinance in order to ensure provisions for affordable housing in an area that has the highest housing prices in the County; the City plans on including that ordinance in the LCP update if adequate water supply exists.

Climate change is also part of this issue. In the coming decades, especially as climate change accelerates, California will also continue to face severe shifting precipitation patterns and the structure and function of the watershed will be affected. With the Water Supply Assessment, in conjunction with the Climate Change Vulnerability Report and Adaption Response that was prepared under a current LCP Planning Grant, the City can plan for the uncertainties of climate change that may affect adequate water supply, the resilience of stream habitat, risks and hazards, water quality and the need for alternatives.

GOALS

1. Develop tools for the improved management and investigation of groundwater and surface-water resources under all hydrologic conditions, especially as a result of climate change;
2. Protect the unique character, scenic beauty and culture in the natural and built environment from being compromised by climate change impacts;
3. Develop a comprehensively updated service area map consistent with water supply

limitations;

4. Maintain quality of life while promoting sustainable water solutions.

OBJECTIVES

1. Assemble and assess data to complete a Water Supply Assessment;
2. Meet and consult with the Community Stakeholders & Coastal Commission staff;
3. Explore and assess Service Area boundary options;
4. Identify feasible strategies, options and alternatives to meet multiple goals across the water resource service area;
5. Establish the watershed capacity and provide economically effective policies and regulations to respond to water service connection requests.

C) Task 3 – Implementation Plan (IP) update.

The City's Building, Grading and Subdivision ordinances are part of the certified LCP and must be updated. Funding from the 2014 LCP grant was used to identify data gaps, inconsistencies, regulatory changes and other needs and priorities for the City's Implementation Plan that included the zoning, building, subdivision and grading ordinances; however, it only included a comprehensive update of the zoning ordinance. Since the IP was originally written in the late 1970's and the first in the State to be certified, it is severely outdated. Many modern issues and situations are unaddressed as they were not envisioned over 30 years ago. The zoning ordinance will be updated under an existing LCP Planning grant. In addition, the Stormwater Ordinance and other City regulations may need to be included in the LCP. Those ordinances need to be identified and included with the LCP update and certification.

GOALS

1. Develop a comprehensively updated IP consistent with the Coastal Act, associated regulations, and the rest of the updated LCP;
2. Incorporate stakeholder input and include adaptations to climate change;
2. Ensure that Trinidad remains a safe, healthy and attractive place with a high quality of life for its residents and visitors;
3. Update ordinances to incorporate new information and issues consistent with the updated LCP in order to adequately protect coastal resources.

OBJECTIVES:

1. Update building, grading and subdivision regulations to ensure compliance with the current Coastal Act and regulations and internal consistency with the rest of the updated LCP;
2. Coordinate with Coastal Commission staff as to what other City ordinances, if any, need to be incorporated into the LCP;
3. Continue the review, adoption and certification process culminating in a draft LCP amendment application.

Likelihood of Success/Effectiveness.

The City is committed to completing the current update of its LCP. Due to the funding award from the 2014 LCP grant, the City has been able to concentrate on the General Plan update and streamline the review process. The Planning Commission is currently reviewing draft elements of the LUP and are on track to meet all tasks proposed in the 2014 grant contract: (1)

development of a cultural resources element (in review); (2) development of policies and regulations for the Trinidad Harbor Area of Deferred Certification (incorporating public input); (3) coordination and consultation with Coastal Commission staff and other stakeholders (ongoing); (4) update of the City's Implementation Plan (Needs Assessment completed); and (5) incorporation of policies and adaptation measures to address the impacts of climate change, particularly sea-level rise (report completed, incorporating into LCP in progress).

Throughout the review and drafting process, staff will also initiate communication with the CA Coastal Commission for procedural discussions for the LCP update. This will ensure the final version of the LCP submitted to the Coastal Commission for certification is consistent with the expectations, requirements and needs of local staff, the surrounding community and the Coastal Commission Act, facilitating a smooth certification process.

Workload.

Over the past several years, projects in the City of Trinidad have generated substantial workload for Coastal Commission staff due to litigation, appeals, the uncertified harbor area CDPs and miscellaneous consultations. Much of this is a direct result of the inadequacy of Trinidad's existing LCP, but is also coupled with a concerned, informed and outspoken population. At this point, Trinidad staff starts consultation with local Coastal Commission staff as a first step for processing any moderately sized project or one that could impact ESHAs or cultural resources. City staff often seek determinations from Coastal Commission staff on how to resolve both internal inconsistencies within the LCP and inconsistencies with the current Coastal Act and regulations.

City of Trinidad staff will work closely with Coastal Commission staff and relevant stakeholders to develop the new or amended LCP documents. With funding to complete the updates and plans with the best available science, the LCP can be completed fairly quickly, and the documents will be ready for submittal to the Commission for certification. The City is also committed to conducting regular updates to the LCP as needed in the future to ensure that new information and regulations are incorporated in a timely manner.

Project Integration/Leverage/Matching Funds.

The City has already committed to updating the LCP through annual budget allocations, in-kind services and funding from the 2014 LCP grant (\$80,000). Completed and continuing work under the first grant has identified data gaps and technical needs. Of the three tasks proposed for Round 4, the City has already begun two tasks using City funds. The City has also budgeted \$10,000 over the next year toward completing the LCP update and \$10,000 to \$15,000 per year over the past 8 years from its General Fund. It is difficult to estimate the value of in-kind services due to the length of time that the City has been working on its comprehensive LCP update. The update has been slower than anticipated due to new issues coming up and careful consideration by reviewing bodies, but the City has a good track record of managing and integrating grant funds and multiple projects and building off these resources to produce synergistic results. The City's LCP update will continue to leverage the information and resources to protect coastal resources, public access and improve the natural and built environment for both residents and visitors.

2. TASK DESCRIPTIONS & SCHEDULE.

A. TASK DESCRIPTIONS

Coastal Erosion Hazard Management Plan.

The City has already contracted with SHN Consulting Engineers and Geologists to produce a current, geologic analysis of the active slide along Edwards Street in order to assess specific activity and severity of the earth movement. This report should be available this year. The first subtask for this item will be to develop a range of alternatives and recommendations for how to address the current and future damage from the slide based on the geologic study. City Staff will use this information from the study to develop a management plan to address bluff stability. This will include developing scenarios, options and management policies for unstable areas. This will include considerations such as relocation or anchoring of the Memorial Lighthouse, options for rerouting, abandoning or stabilizing that section of Edwards Street, etc. The City will then present this information to stakeholders for input and then develop an Edwards Street Coastal Erosion Hazard Management Plan / Recommendations. Findings from the plan, in turn, will be used to update the LCP with current data to allow for the City to plan for erosion hazards in the community. Aside from the geologic study, all subtasks will be performed by City Staff, including updating the LCP with current research and regulations, consulting with the Coastal Commission and public review with the Planning Commission and City Council. Similar to Task 1, a possible obstacle is a delayed timeline as a result of extended public review.

Deliverables include the geologic report, a Coastal Hazards Management Plan based on the new information (performed by City Staff), a plans and policies document, and policies and regulations produced during public review and recommended by the Planning Commission.

Water Supply Assessment.

The City's contract City Engineer, GHD, will complete a comprehensive water supply assessment to provide the City's annual water demand trends, current water demands, demand projections, and the current and future supply picture. This report will use City water data, current scientific modeling and technical analysis and will be completed within the first year of the grant. Modeling will be used to assess the capacity to serve all of or portions of the City's Service Area based on existing zoning. City Staff will use information from this Assessment to update LCP policies with current data and allow the City to plan for water supply needs in the community.

Aside from the Water Supply Assessment, subtasks will be completed by City Staff, including the contract City Planner (Streamline Planning Consultants). Once GHD has produced a Water Supply Assessment, Staff will holding meetings with involved community members and stakeholders such as the Trinidad-Westhaven Watershed Council and possibly the McKinleyville Community Services District for data contributions or to address alternatives for water supply. This additional information will be included as an attachment to the Assessment. City Staff will complete the next subtask, drafting updated LCP programs, policies and maps using information generated from the Assessment and public input. These updates will be reviewed in a public forum by the Planning Commission for recommendation and then for approval by the City Council. The only foreseen obstacle is possibly a delayed timeline as a result of extended public review.

Deliverables include the Water Supply Assessment, an updated Service Area Map based

on the new information (performed by City Staff), and meeting minutes/summaries produced during public review.

Implementation Plan Update.

In consultation with Coastal Commission staff, City Staff will review City code ordinances and regulations to determine which, if any, need to be included in the LCP. Similar to all the Ordinance and LCP updates thus far, City Staff will review and update the Subdivision, Building and Grading Ordinances during public review. Staff will then consult with Coastal Commission staff regarding certified language before submitting the updated LCP to the Planning Commission for recommendation and adoption by the City Council. Once all updates are made, City Staff will coordinate with Coastal Commission staff to apply for an LCP amendment. Deliverables will include a City Code Assessment for LCP inclusion, and updated Subdivision, Building and Grading ordinances.

B. SCHEDULE.

Proposed starting date: 11/01/2017

Estimated completion: 12/31/2019

City of Trinidad LCP Update	Complete Date: 12/31/2019
Task 1. Coastal Erosion Hazard Management Plan	Start: 11/01/2017; End: 04/30/19
1.1 Prepare / assess range of options and risks based on geologic study	Projected start/end dates: 11/01/17 – 02/28/18
1.2 Stakeholder and public meetings to present options	Projected start/end dates: 03/01/18 – 06/30/18
1.3 Prepare Edwards Street Coastal Erosion Hazard Management Plan / Recommendations	Projected start/end dates: 06/01/18 – 10/31/18
1.4 Consultation with Coastal Commission staff	Projected start/end dates: 08/01/18 – 02/28/19
1.5 Develop policies and regulations to implement the Plan / Recommendations	Projected start/end dates: 10/01/18 – 12/31/18
1.6 Planning Commission review and recommendation	Projected start/end dates: 01/01/19 – 02/28/19
1.7 City Council review	Projected start/end dates: 03/01/19 – 04/30/19
<i>Outcome / Deliverables:</i> (1) Options & Risk Assessment; (2) Edwards Street Coastal Erosion Hazard Management Plan / Recommendations; (3) Updated LCP policies / regulations; (4) Meeting summaries / minutes	Deliverable Due Dates: (1) 02/28/18 (2) 10/31/18 (3) 04/30/19 (4) Within 60 days after meetings
Task 2. Water Supply Assessment	Start: 02/01/2018; End: 09/30/19
2.1 Data generation / complete comprehensive Water Supply Assessment	Projected start/end dates: 02/01/18 – 07/31/18
2.2 Develop a range of options to present to the public and stakeholders	Projected start/end dates: 07/01/18 – 09/30/18
2.3 Targeted stakeholder meetings (e.g. Trinidad Bay	Projected start/end dates:

Watershed Council)	10/01/18 – 02/28/19
2.4 Consultation with Coastal Commission staff	Projected start/end dates: 01/01/19 – 08/31/19
2.5 Update LCP (develop policies and regulations and map as needed) based on Water Supply Assessment and stakeholder input	Projected start/end dates: 02/01/19 – 05/31/19
2.6 Planning Commission Review and Recommendation	Projected start/end dates: 05/01/19 – 07/31/19
2.7 City Council review	Projected start/end dates: 08/01/19 – 09/30/19
<i>Outcome / Deliverables:</i> (1) Water Supply Assessment; (2) Updated policies and regulations; (3) Final Service Area Map; (4) Meeting minutes/summaries	Deliverable Due Dates: (1) 07/31/18 (2) 07/31/19 (3) 09/30/19 (4) Within 60 days of each meeting
Task 3. Implementation Plan (IP) update	Start: 11/01/2017
3.1 In consultation with Coastal Commission staff, review City code ordinances and regulations that need to be included in the LCP	Projected start/end dates: 11/01/18 – 01/31/19
3.2 City Staff review and update IP ordinances	Projected start/end dates: 01/01/19 – 06/30/19
3.3 Consult with Coastal Commission staff regarding updated IP	Projected start/end dates: 04/01/19 – 12/31/19
3.4 Planning Commission review and recommendation	Projected start/end dates: 07/01/19 – 09/30/19
3.5 City Council review	Projected start/end dates: 10/01/19 – 11/30/19
3.6 Prepare LCP amendment application in coordination with Coastal Commission staff	Projected start/end dates: 09/01/19 – 12/31/19
<i>Outcome / Deliverables:</i> (1) City code assessment; (2) Updated ordinances; (3) Draft LCP amendment application	Deliverable Due Dates (1) 01/31/19 (2) 11/30/19 (3) 12/31/19
Task 4. Grant Administration	Start: 11/01/2017; End: 12/31/19
4.1 Sign grant contract with Coastal Commission	Projected start/end dates: 11/01/17 – 11/30/17
4.2 Submit quarterly invoices and reports	Projected start/end dates: 11/01/17 – 12/31/19
4.3 Submit grant close out materials / final report	Projected start/end dates: 10/01/19 – 12/31/19
Outcome / Deliverables: Final Report and invoice	Due: 12/31/2017

BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Sign contract with Coastal Commission	11/01/2017
Coastal Erosion Hazard Plan	11/31/2018
Water Supply Assessment	07/31/2018
Planning Commission recommended Edwards Street	04/30/2019

erosion hazard policies and regulations	
Planning Commission recommended water supply policies and regulations and Service Area Map	09/30/2019
Planning Commission Building, Grading & Subdivision Ordinance updates	11/30/2019
Grant Close-out	12/21/2019

1. BUDGET.

APPLICATION BUDGET INFORMATION

Funding Request: \$55,000 Total Project Cost: \$65,000

	CCC Grant Total	Match/ Other Funds (Source #1)	Match/ Other Funds (Source #2)	Total (LGP Grant Funds + Match/ Other Funds)
LABOR COSTS¹				
City Staff Labor				
Task 1 – Coastal Hazards Erosion Management Plan	\$2,500	\$500	NA	\$3,000
Task 2 – Water Supply Assessment	\$2,500	\$500	NA	\$3,000
Task 3 – IP Update	\$1,500	\$0	NA	\$1,500
Task 4 – Grant Administration	\$3,500	\$500	NA	\$4,000
Total Labor Costs	\$10,000	\$1,500	NA	\$11,500
DIRECT COSTS				
City Staff Project Supplies				
Postage	\$250	\$0	NA	\$250
Copies	\$250	\$0	NA	\$250
Total	\$500	\$0	NA	\$500
City Staff Travel In State²				
Mileage	\$0	NA	NA	\$0
Hotel, etc.	\$0	NA	NA	\$0
Total	\$0	NA	NA	\$0

¹ Amount requested should include total for salary and benefits.

² Travel reimbursement rates are the same as similarly situated state employees.

Consultants³				
Contract City Engineer (GHD)				
<i>Task 1 – Coastal Hazards Planning</i>	\$5,000	\$1,000	NA	\$6,000
<i>Task 2 – Water Supply Assessment</i>	\$10,000	\$2,000	NA	\$12,000
Contract City Planner (SPC)				
<i>Task 1 – Coastal Hazards Planning</i>	\$7,000	\$1,000	NA	\$8,000
<i>Task 2 – Water Supply Assessment</i>	\$8,000	\$1,000	NA	\$9,000
<i>Task 3 – IP Update</i>	\$10,000	\$2,000	NA	\$12,000
<i>Task 4 – Grant Administration</i>	\$5,000	\$1,000	NA	\$6,000
Total	\$45,000	\$8,000	NA	\$53,000
Total Direct Costs	\$45,500	\$8,000	NA	\$53,500
OVERHEAD/INDIRECT COSTS⁴				
Total City Staff Overhead/Indirect Costs	NA	\$500	NA	\$500
TOTAL PROJECT COST	\$55,500	\$10,000	NA	\$65,500

2. A RESOLUTION FROM THE APPLICANT'S GOVERNING BODY.

A Resolution will be submitted by June 20, 2017.

³ All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

⁴ Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for "Total Labor."

SUBMISSION DATES

Applications are due **May 31, 2017**. Application packets must be **RECEIVED** by 5pm May 31, 2017. Proposals must be emailed or mailed; faxed responses will not be considered.

If the governing body of an applicant cannot adopt a resolution similar to Attachment A of the application by this date, the applicant can submit the proposal with a draft resolution, provide a date for when the governing body will consider adoption of the resolution and **submit the adopted resolution by 5pm June 30, 2017**. All other materials must be submitted by the May 31, 2017 deadline. Applications will not be deemed complete until an adopted resolution is received. **Applications that do not contain a final, adopted resolution by June 30, 2017 will not be considered for funding.**

The Commission anticipates awarding the fourth round of grants in August of 2017.

SUBMISSION REQUIREMENTS

Please submit the completed application form, including all attachments, via email to LCPGrantProgram@coastal.ca.gov. Please submit all application materials as **a single PDF file AND submit the Project Description, Task Descriptions, Schedule, and Budget as a Word document.** See Attachment B for a checklist of required application materials.

If you are unable to submit via email, you may mail a CD and hard copy to the Coastal Commission:

Daniel Nathan
Coastal Program Analyst - LCP Grants
California Coastal Commission
45 Fremont Street, Suite 2000
San Francisco, CA 94105
415-904-5251

Please note: all information that you submit is subject to the unqualified and unconditional right of the Coastal Commission to use, reproduce, publish, or display, free of charge. All documents submitted will be considered a public record upon submittal. Please indicate if credit is requested for any of the photos and/or maps.

ATTACHMENT A

SAMPLE RESOLUTION⁵

WHEREAS, the Budget Act of 2015 provides \$3 million for Coastal Commission grants in FY 15-16 to local governments to support Local Coastal Program (LCP) planning, and

WHEREAS, the California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a competitive grant program to provide such financial assistance for LCP planning; and

WHEREAS, the goal of the grant program is to develop new or updated LCPs in conformance with the California Coastal Act and to reflect current circumstances and new scientific information, including new understandings and concern for the effects of climate change, and

WHEREAS, grant proposals submitted under this grant program must complete land use plan and/or zoning work to either achieve submittal for certification of a Local Coastal Program (LCP) or an Area of Deferred Certification (ADC) or of an LCP Amendment to significantly update a certified LCP or LCP segments, including with special emphasis on effects of climate change and sea-level rise;

WHEREAS, the City of Trinidad, has [does not yet have] an effectively certified LCP [or LCP segment]; and

WHEREAS, the City of Trinidad, desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to update the LCP [in whole or in part],

[For uncertified areas] WHEREAS, the City of Trinidad, desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an LCP and desires to assume permit issuing authority,

WHEREAS, the (name of jurisdiction) commits to and agrees to fully support a planning effort intended to [complete or] update a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with the Coastal Commission staff.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Trinidad, hereby:

1. Directs the City of Trinidad staff to submit the grant application package attached hereto as Attachment 1 to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of \$_____ to fund the project more particularly described in the grant application package.
2. Authorizes the City Manager, of the City of Trinidad, to execute, in the name of the City of Trinidad, all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package attached hereto and any project approved through approval of the grant application.

⁵ This sample is provided for informational purposes only; please contact your attorney before using this sample.

2017 on the following vote:

NOES:

ABSTAIN:

Attest:

Signed:

Dan Berman, City Manager, City of Trinidad

ATTACHMENT B - APPLICATION CHECKLIST

A complete Grant Application Packet includes the following components. Please submit all documents in a single PDF file and the Project Description, Task Descriptions, Schedule, and Budget as a Word document, as noted below. **It is very important to receive the PDF file and a Word document for efficiency in preparing grant agreement documents.** Thank you for your attention to these important components of the application.

- Signed LCP Grant Application Form (.pdf)
- Project Description (.doc)
- Task Descriptions, Schedule, and Budget (.doc)
- Signed Resolution (.pdf)
- All documents combined into a single PDF file (.pdf)



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

3. Sheriff Activity Report for May 2017

**ACTIVITY REPORT
TRINIDAD
BY DEPUTY LUKE MATHIESON**

05/01/2017-05/31/2017

- Responded to Ocean Grove for a disturbance. Burglary victims from Trinity County located the suspects at Ocean Grove, some of the stolen property was located and one female suspect was taken to jail.
- Assisted in a traffic stop at Chevron, driver had multiple warrants, stolen property was located in the truck, and Cocaine for sales was recovered on the passenger, DTF investigated, and a search warrant was completed for a residence on Patrick's Point Drive. Two arrests made.
- Regular patrol at Hidden Creek.
- Assisted CHP with a DUI investigation at Murphy's Market. Driver was taken into custody for DUI.
- Conducted numerous vehicle investigations and traffic stops.
- Conducted numerous foot patrols with State Parks for transient's camps and wanted subject(s).
- Conducted a traffic stop at Trinity and Main Street. Searched the vehicle per owner's parole status, recovered just under an ounce of methamphetamine on the female passenger. One arrest.
- There has been an increase of vehicle burglaries on Scenic Drive. One suspect was identified, and a high speed vehicle pursuit ensued, but was discontinued due to public safety. Warrant for arrest issued.
- Towed an abandoned vehicle from Trinidad Elementary, possibly connected with a vehicle theft the night before, investigation ongoing.
- Worked with casino closely locating wanted suspects.
- Responded to alarm calls. All were accidental and there were no suspicious circumstances.
- Conducted welfare check(s) and detained subject(s) for mental health evaluations.
- Removed unwanted subject(s) from resident(s)/business(s). Placed one female under arrest for trespassing after refusing to leave private property.
- Conducted regular foot patrols behind the library. Removed any subjects camping.
- Responded to neighbor and public dispute(s).
- Contacted Panhandler(s), overnight campers.
- Responded to Murphy's Market for shop lifters, suspect has been identified, and a warrant will be issued.
- Contacted a suspect between Murphy's and Post Office, searched per probation, located a methamphetamine pipe, citation was issued
- Conducted a vehicle investigation on Scenic Drive just south of the Casio, driver was found to have warrants, driver was arrested and vehicle towed.



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 16 PAGES

1. Discussion/Decision FY 2018 Budget, and Resolution 2017-09 – Adopting FY 2018 Budget

DISCUSSION/ACTION AGENDA ITEM

Date: June 28, 2017

Item: Public Hearing to adopt the FY 2017-18 Budget

Background: The proposed FY 2017-18 City of Trinidad budget is hereby submitted to the Council for adoption. The budget has been discussed at two prior Council meetings this spring.

Detailed sheets showing the Budgeted Revenues and Expenses for the different City Programs Areas are attached. A summary and discussion of the overall budget and specific projects follows. A presentation will be provided at the meeting.

General Fund Summary

General Fund Revenues: \$626,000

Proposed General Fund Reserve Transfers:

Firehouse Expansion:	\$75,000	(from Reserve)
Ocean Ave Encroachment Resolution:	\$15,000	(from anticipated 16-17 surplus)

Total: \$717,000

General Fund Expenses:

Administration	\$344,000	
Police	\$ 91,000	(total Police expenses are \$267K. Grants cover \$175K)
Fire	\$ 13,000*	(+\$75,000 for Expansion Project)
Public Works	\$176,000*	(+\$15,000 for Ocean Ave.)
GF Expenses:	\$624,000	

Plus Firehouse and Ocean: \$90,000

Total GF Expenses \$715,000 (with proposed transfers)

Staff expects that General Fund expenses for the current year will be under budget, leaving us with a net surplus. Those funds are expected to be enough to cover the Ocean Ave. Project.

Budget Discussion

Personnel

- Continuation of 6.125 full time equivalent (FTE) positions with Grant Manager (Becky) allocated 55% to General Fund. (This percentage will vary depending on grant timing)
- 2% salary adjustments (California CPI is ~2.5% for last year) for all hourly employees. The cost of this raise is approximately \$6,000.
- \$1.00/hr Raise included for Public Works Maintenance Operators Ryan DeSmit and Paul Rosenblatt in recognition of additional Water Plant Operator certification levels. The cost of this raise is \$5,000.
- Medical insurance estimated at a 10% increase January 2018.

A larger version of the Table below is included in the budget attachments to this report.

City of Trinidad Payroll							Breakdown by Fund				
Proposed for 2017-2018 Fiscal Year											
Position	Hourly Wage	Annual Wage / Salary	Benefit Costs To City	TOTAL COMP	Workers comp, payroll tax...	TOTAL PAYROLL COST	General Fund	Water Fund	Grants	Cemetery	IWM
City Manager	NA	\$74,025	\$9,483	\$83,508	\$8,711	\$92,219	\$82,997	\$9,222			
City Clerk	\$26.06	\$52,130	\$22,705	\$74,835	\$6,135	\$80,969	\$52,630	\$20,242		\$4,048	\$4,048
Public Works/Water Director	\$24.45	\$50,852	\$29,912	\$80,763	\$5,984	\$86,747	\$12,145	\$72,000		\$2,602	
Maintenance Operator (PR)	\$19.24	\$40,028	\$23,177	\$63,205	\$4,711	\$67,916	\$31,544	\$18,186		\$10,661	\$7,525
Maintenance Operator (RD)	\$20.17	\$41,950	\$27,636	\$69,585	\$4,937	\$74,522	\$31,299	\$27,573		\$7,452	\$8,197
Part-Time Records Manager	\$16.72	\$17,393	\$0	\$17,393	\$1,887	\$19,281	\$17,352	\$1,928			
Grant Administrator	\$24.72	\$51,411	\$25,733	\$77,144	\$6,050	\$83,194	\$46,034	\$4,160	\$33,000		
TOTALS		\$327,788	\$138,646	\$466,434	\$38,414	\$504,849	\$274,003	\$153,311	\$33,000	\$24,764	\$19,771

General Fund Revenues

- Sales Tax estimated at \$255,000 based on recent years
- Transient Occupancy Taxes estimated at \$134,500 after TBID pass through.
- The revenue estimate includes a transfer of \$30,000 into the GF from Gas Tax Revenues to offset public works expenses eligible for those funds.
- Property taxes assumed unchanged.

NOTE – This year's budget includes \$25,000 in Revenue for the Cell Tower Lease that will be absent in future years.

General Fund Administration (1.6 FTE)

This budget unit funds pro-rated employee salaries, liability, property and casualty insurance, contracted planner, building official, attorney, financial contractor, bookkeeper, auditor, lease of city annex and new library, utility costs, distribution of transient occupancy taxes (TOT), and office supplies

- Planner activities budgeted as follows*

General Plan/LCP	\$ 15,000
STR Ordinance	4,000
Planning Commission	7,000
Permits (offset by revenue)	net zero
Enforcement	4,000
Stormwater permit issues	1,000
Miscellaneous, general planning	12,000
OWTS Permits	<u>5,000</u>
	48,000

*excludes separately funded OWTS Grant and LCP Grant

- Attorney costs are estimated at \$20,000, which includes \$10,000 toward defense of litigation.
- Building Official \$6,000 plus reimbursable permit process fees.
- Distribution of 12% of prior year TOT receipts (~\$16,800)

General Fund Law Enforcement (.13 FTE)

- Contract costs with the Sheriff are up 8%, or \$12,000 for one deputy.
- \$75,000 in Measure Z funds will be used to go from one (1) to 1.5 full time Deputy Sheriffs. This will move us from having an assigned deputy 4 days a week to six days a week, and this second Deputy will be specifically assigned to Trinidad for two days a week, as opposed to coverage from different people each week. *This is a tentative plan with the Sheriff's Office, depending on their staffing level.*
- This additional deputy will replace the extra eight hour shift per week that we have been funding. If the second deputy is not available, we will fund 2-3 extra shifts per week with the Measure Z funds.
- \$100,000 is anticipated to be funded by Community Oriented Policing Services (COPS) revenue, as has been the case over the last several years.

General Fund Fire

- See separate agenda item – the lowest bid received for the Fire House Expansion was \$68,000. With a small contingency, and \$5,000 for construction management, staff are proposing the City utilize \$75,000 of our General Fund reserve for this one-time investment.

General Fund Public Works (1.03 FTE)

Budget includes pro-rated staffing costs, town hall, annex and library supplies, street paint, signs, trail and park maintenance. Specific Projects include:

Water level monitoring Equipment*	\$ 8,000
Town Hall Maintenance work	\$ 5,000
Capital Improvement Plan**	\$ 1,000
OWTS Permitting (costs are in staff time)	\$
Trail Maintenance	\$3,500

* to track groundwater levels associated with the Stormwater Projects. Staff plan to rent this equipment back against the various stormwater grants underway, which should pay for it over the next 3-5 years

**primarily funded out of, and focused on, the Water Fund this year.

Implementation of the OWTS Permit system across the City is a priority project this year. The costs are in Planning and City staff, as Trever, Becky and Sandra will be making a team effort to get permits out throughout the City.

Integrated Waste Management (.28 FTE)

This Budget includes pro-rated staffing costs, franchise revenue and AB939 pass through from Humboldt Waste Management Authority.

Revenue:	\$ 16,500
Expenditures:	\$ 21,571
Difference (from fund balance)	\$ (5,071)

The difference of \$5,071 can be absorbed from the remaining IWM fund balance of \$11,000. The auditor recommends incorporating this into the General Fund once the fund balance is depleted.

Cemetery (.35FTE)

Budget includes pro-rated staffing costs and plot sales.

Revenues:	\$ 9,500
Expenditures:	\$ 26,000
Difference (from reserve)	\$ 16,500

Cash assets in this fund are approximately \$90,000, and will cover this deficit. The cemetery fund is steadily declining. The auditor recommends that the City plan for the General Fund to absorb cemetery maintenance costs in the long run.

Water Fund (2.05 FTE)


The City's Water Enterprise Fund is doing well. We have completed major improvements to the Water Treatment Plant in recent years. This budget includes:

- Setting \$20,000 aside for reserves
- Budgeting for Water Line repairs.
- Completion of the flow monitoring system (underway currently)
- Development of a Capital Improvement Plan to help identify and prioritize capital investment needs. This CIP will start with Water Infrastructure and expand to include other City Assets.

Water Fund Summary Budget:


Revenue:	\$ 315,000
Expenditures:	\$297,000
Difference (add to fund balance)	\$18,000

Proposed Action:

- 1.. Receive and consider the final budget presentation;
2. Direct any other changes as may be desired; and
3. Consider approval of Resolution 2017- adopting the FY 2017-18 Annual Budget.

Attachments:

Proposed budget detail

Proposed Resolution 2017- adopting the FY 2017-18 Annual Budget.

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Dwight Miller, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2017-09

ADOPTING THE FY 2018 BUDGET FOR THE CITY OF TRINIDAD

WHEREAS, the City of Trinidad is required to prepare and adopt a balanced budget every year by July 1st for the following Fiscal Year; and

WHEREAS, the City Staff has prepared a Draft Budget for FY2018; and

WHEREAS, a Proposed Budget, which takes into consideration public comments, has been completed and is ready for City Council for consideration and adoption;

NOW, THEREFORE LET IT BE RESOLVED that the Trinidad City Council does hereby adopt the proposed FY2017 Budget; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Trinidad City Council does hereby instruct its staff to return to the Council periodically during the year with proposed budget amendments which may become necessary to address changing financial conditions.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 28th day of June, 2017.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Dwight Miller
Mayor

CITY OF TRINIDAD
FY 2016-17 PROPOSED BUDGET
General Fund Revenue

	FY 2016-17 BUDGET	FY 2017-18 BUDGET	
201 REVENUES			
41010 Property Taxes - Secured	\$ 91,500	\$ 90,000	
41020 Property Tax - Unsecured	\$ 3,300	\$ 3,300	
41040 Property Tax - Prior Unsecured	\$ 50	\$ 50	
41050 Property Tax - Current suppl	\$ 600	\$ 600	
41060 Property Tax - prior Supplemental	\$ 200	\$ 200	
41071 Motor Vehicles Fines	\$ 1,000	\$ 1,000	
41110 Property Tax Exemption	\$ 1,300	\$ 1,300	
41130 Public Safety 1/2% sales tax	\$ 1,600	\$ 1,600	
41140 Documentary Real Property Tax	\$ 2,000	\$ 2,000	
41190 Property Tax Administration	\$ (1,500)	\$ (1,500)	
41200 LAFCO	\$ (1,500)	\$ (1,750)	
41210 In Lieu Sales & Use Tax	\$ 12,000	\$ -	(state program ended)
41220 In Lieu VLF	\$ 20,000	\$ 20,000	
42000 Sales Taxes	\$ 220,000	\$ 255,000	was 250K last year per audit
43000 Transient Occupancy Tax	\$ 140,000	\$ 150,000	
Transient Occupancy Tax-TBID pass through	\$ (10,000)	\$ (15,600)	
53010 Copy Machine Fees	\$ 30	\$ 50	
53020 Interest Received	\$ 5,000	\$ 5,000	
53090 Other Miscellaneous Income	\$ 1,000	\$ 1,000	
54020 Planner Application Processing	\$ 8,000	\$ 8,000	
54050 Building Application Processing	\$ 9,000	\$ 9,000	
54100 Animal License	\$ 200	\$ 200	
54150 Business License	\$ 7,500	\$ 7,500	
54160 VDU License Fee	\$ 9,000	\$ 9,000	
54300 Encroachment Permits	\$ 400	\$ 400	
56400 Rental Income - Verizon	\$ 23,500	\$ 24,000	
56500 Rental Income - Harbor	\$ 5,135	\$ 5,135	
56550 Rental Income - PG&E	\$ 9,500	\$ 9,500	
56650 Rental Income - Suddenlink	\$ 3,800	\$ 3,800	
56700 Rental Income - Town Hall	\$ 5,000	\$ 7,000	
59999 Interdepartmental Transfer	\$ 30,000	\$ 30,000	
TOTAL REVENUES	\$ 597,615	\$ 625,785	

CITY OF TRINIDAD					
FY2016-17 BUDGET					
Proposed General Fund Admin Expenditures					
	FY 2015-16 BUDGET	FY 2016-17 BUDGET	FY 2017-18 BUDGET	Change from prior year	
201 EXPENDITURES					
60900 Honorariums	\$ 3,000	\$ 3,500	\$ 4,000	\$ 500	\$50 x 5 x 16 (added 2 special meetings)
61000 Employee Wages	\$ 112,705	\$ 115,022	\$ 105,794	\$ (9,228)	see worksheet includes 10% Beck's
61470 Fringe Benefits	\$ 600	\$ 600	\$ 600	\$ -	CM phone reimbursement \$50/month
65100 Deferred Retirement	\$ 4,941	\$ 12,342	\$ 11,234	\$ (1,107)	see worksheet
65200 Medical Insurance & Expense	\$ 11,389	\$ 14,801	\$ 12,747	\$ (2,054)	see worksheet
65300 Worker's Compensation	\$ 3,832	\$ 3,451	\$ 3,385	\$ (65)	see worksheet
65500 Employee Mileage Reimbursement	\$ 750	\$ 750	\$ 500	\$ (250)	
65600 Payroll Tax	\$ 9,000	\$ 9,743	\$ 8,953	\$ (791)	see worksheet
65800 Grant Payroll Allocation	\$ (6,278)	\$ (6,000)	\$ (1,880)	\$ 4,120	GF administrative staff charged to grants - see linked sheet
68090 Crime Bond	\$ 455	\$ 455	\$ 520	\$ 65	65% of 800; 35% water per staff distribution
68200 General Liability Insurance	\$ 8,314	\$ 10,400	\$ 11,050	\$ 650	
68300 Property & Casualty Insurance	\$ 4,225	\$ 4,680	\$ 4,875	\$ 195	
2343 Attorney - Administrative Tasks	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$155/hour
71130 Attorney - Litigation	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	
71210 City Engineer - Administration	\$ 2,000	\$ 2,000	\$ 3,000	\$ 1,000	Budget admin only, most is PW/water
71310 City Planner - Administration	\$ 38,000	\$ 45,000	\$ 48,000	\$ 3,000	GP \$15K; VDU \$5K; PC \$7K; permits \$5K (reimb);
71410 Building Inspector - Admin Tasks	\$ 4,500	\$ 4,500	\$ 6,000	\$ 1,500	City ADA, STR inspections, code/permit violations ;
71420 Building Inspector - Permit Process	\$ 12,000	\$ 9,000	\$ 10,000	\$ 1,000	reimbursable
71510 Accountant - Admin Tasks	\$ 14,000	\$ 14,000	\$ 14,500	\$ 500	Budget admin only
71620 Auditor - Financial Reports	\$ 15,500	\$ 14,000	\$ 15,000	\$ 1,000	\$17,000 65% (35% water)
72000 TOT Distribution	\$ 13,200	\$ 16,200	\$ 16,800	\$ 600	12% Prior TOT \$120000
75110 Tech Support	\$ 5,500	\$ 5,500	\$ 3,000	\$ (2,500)	Steve Edmiston prior 75300 (\$5,000); computer guy (\$400) Loey Blaine (\$300)
75160 Library & Local Contributions	\$ 500	\$ 500	\$ 500	\$ -	\$500 per year per lease agreement (prior year air service)
75170 Rent	\$ 8,200	\$ 8,200	\$ 9,000	\$ 800	50% of lease on 463 Trinity (\$1,500/mo plus 5%)
75180 Utilities	\$ 8,500	\$ 9,000	\$ 7,125	\$ (1,875)	9500 total - charging 15% to water, 10% to police
75190 Dues & Memberships	\$ 500	\$ 500	\$ 1,000	\$ 500	Local govt commission \$125; League of cities \$90; redwood empire \$55
75200 Municipal Expense	\$ 4,500	\$ 4,500	\$ 4,000	\$ (500)	code publishing \$850 (web host \$350, update \$500)
75220 Office Supplies & Expense	\$ 5,500	\$ 5,500	\$ 6,000	\$ 500	
75240 Bank Charges	\$ 250	\$ 250	\$ 200	\$ (50)	
75300 Contracted Services	\$ 8,000	\$ 2,500	\$ 2,500	\$ -	salary study....
75990 Miscellaneous Expense	\$ 500	\$ 500	\$ 500	\$ -	minimal appropriation
76110 Telephone & Communications	\$ 1,550	\$ 2,000	\$ 2,500	\$ 500	AT&T \$1320; verizon \$198 (keep same)
76130 Cable and Internet Services	\$ 3,300	\$ 3,300	\$ 3,400	\$ 100	Suddenlink (\$170/month=10% +\$400 Larry)+ new at library \$170/mo+10%
76150 Travel	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
78170 Security system	\$ 1,500	\$ 1,500	\$ 1,600	\$ 100	formerly in 75180 + new at library \$795
78190 Materials, Supplies & Equipment	\$ 1,000	\$ 1,500	\$ 1,500	\$ -	Replacement of city clerk computer (\$1,500) town hall supplies see 501
96000 Transfers In/Out					
		\$ 340,693	\$ 339,403		
TOTAL EXPENSES	\$ 322,433				
anticipated carryover					
Planner Budget Breakdown					

		CITY OF TRINIDAD			
		PROPOSED FY2016-17 BUDGET			
		General Fund 501 Public Works			
			FY 2015-16 Budget	FY 2016-17 Budget	FY 2017-18 Budget
	501	EXPENDITURES			
	61000	Employee Gross Wages	64,837.44	71,561.24	91,390.17
	61250	Employee Overtime	500.00	500.00	500.00
	65100	Deferred Retirement	7,207.64	8,891.13	11,229.23
	65200	Medical Insurance & Benefits	24,074.23	29,514.02	37,584.66
	65300	Workmen's Comp Insurance	2,280.30	2,222.78	2,994.46
	65600	Payroll Tax	5,682.06	6,348.27	8,017.67
	65800	Grant Payroll Allocation	(24,428.00)	(22,500.00)	(31,000.00)
	71210	City Engineer -Admin	5,500.00	6,000.00	6,000.00
	71250	City Engineer - Project Fees	5,000.00	4,000.00	4,000.00
	71510	Accountant - Admin Tasks			
	75200	Municipal Expense (Stormwater Permit)		2,300.00	2,400.00
	75300	Contracted Services	28,000.00	24,000.00	3,500.00
5	75370	Uniforms/personal equipment	450.00	500.00	500.00
5	78100	Street Maintenance & Repair	10,000.00	7,500.00	5,000.00
4	78120	Street Lighting - Operations	4,500.00	4,500.00	4,500.00
5	78130	Trail & Park Maintenance	2,500.00	3,500.00	3,500.00
5	78140	Vehicle Fuel & Oil	4,800.00	4,000.00	4,000.00
5	78150	Vehicle Repairs	2,000.00	2,500.00	2,500.00
5	78160	Building Repairs & maintenance	12,000.00	4,000.00	5,000.00
5	78190	Materials, Supplies & Equipment	6,500.00	5,000.00	13,000.00
5	78200	Equipment Repairs & Maintenance	500.00	1,000.00	1,000.00
		TOTAL EXPENSES	<u>161,903.67</u>	<u>165,337.44</u>	<u>175,616.19</u>

CITY OF TRINIDAD					
PROPOSED FY2016-17 BUDGET					
General Fund Department 301 - Police Department					
	FY 14-15 Budget	FY 2015-16 BUDGET	FY 2016-17 BUDGET	FY 2017-18 BUDGET	
REVENUES					
Measure Z Grant Funds			\$ 75,000	\$ 75,000	
State COPS Funding	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
TOTAL REVENUES	\$ 100,000	\$ 100,000	\$ 175,000	\$ 175,000	
EXPENDITURES					
301 Employee Wages	\$ 3,327	\$ 3,479	\$ 5,480	\$ 5,480	
65100 Deferred Retirement			\$ 240	\$ 240	
65300 Workmen's Comp Insurance	\$ 133	\$ 111	\$ 175	\$ 175	
65600 Payroll Tax	\$ 255	\$ 266	\$ 438	\$ 438	
75170 Rent	\$ 8,190	\$ 8,190	\$ 8,200	\$ 9,000	
75180 Utilities	\$ 2,485	\$ 2,500	\$ 2,500	\$ 2,500	
75220 Office Supplies & Expense	\$ 400	\$ 400	\$ 1,000	\$ 1,000	
75300 Contracted Services	\$ 188,085	\$ 188,085	\$ 226,500	\$ 244,027.50	(1.5 Deputies at new cost of \$162K each)
75350 Animal Control	\$ 1,925	\$ 1,500	\$ 1,500	\$ 1,500	
75990 Miscellaneous Expense	\$ 1,000	\$ 500	\$ 500	\$ 500	
76110 Telephone & Communications	\$ 1,630	\$ 1,200	\$ 1,200	\$ 1,200	
TOTAL EXPENSES	\$ 207,430	\$ 206,231	\$ 247,736	\$ 266,064	
Net (Rev-Exp)	\$ (107,430)	\$ (106,231)	\$ (72,736)	\$ (91,064)	

[illegible]

General Fund Department 301 - Police Department					
	FY 14-15 Budget	FY 2015-16 BUDGET	FY 2016-17 BUDGET	FY 2017-18 BUDGET	
REVENUES					
Measure Z Grant Funds			\$ 75,000	\$ 75,000	
State COPS Funding	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
TOTAL REVENUES	\$ 100,000	\$ 100,000	\$ 175,000	\$ 175,000	
301 EXPENDITURES					
61000 Employee Wages	\$ 3,327	\$ 3,479	\$ 5,480	\$ 5,480	
65100 Deferred Retirement			240	240	
65300 Workmen's Comp Insurance	\$ 133	\$ 111	\$ 175	\$ 175	
65600 Payroll Tax	\$ 255	\$ 266	\$ 438	\$ 438	
75170 Rent	\$ 8,190	\$ 8,190	\$ 8,200	\$ 9,000	
75180 Utilities	\$ 2,485	\$ 2,500	\$ 2,500	\$ 2,500	
75220 Office Supplies & Expense	\$ 400	\$ 400	\$ 1,000	\$ 1,000	
75300 Contracted Services	\$ 188,085	\$ 188,085	\$ 226,500	\$ 244,027.50	(1.5 Deputies at new cost of \$162K each)
75350 Animal Control	\$ 1,925	\$ 1,500	\$ 1,500	\$ 1,500	
75990 Miscellaneous Expense	\$ 1,000	\$ 500	\$ 500	\$ 500	
76110 Telephone & Communications	\$ 1,630	\$ 1,200	\$ 1,200	\$ 1,200	
TOTAL EXPENSES	\$ 207,430	\$ 206,231	\$ 247,736	\$ 266,064	
Net (Rev-Exp)	\$ (107,430)	\$ (106,231)	\$ (72,736)	\$ (91,064)	

	FY 14-15 Budget	FY 2015-16 BUDGET	FY 2016-17 BUDGET	FY 2017-18 BUDGET				
REVENUES								
Measure Z Grant Funds			\$ 75,000	\$ 75,000				
State COPS Funding	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000				
TOTAL REVENUES	\$ 100,000	\$ 100,000	\$ 175,000	\$ 175,000				
EXPENDITURES								
301 EXPENDITURES								
61000 Employee Wages	\$ 3,327	\$ 3,479	\$ 5,480	\$ 5,480				
65100 Deferred Retirement			\$ 240	\$ 240				
65300 Workmen's Comp Insurance	\$ 133	\$ 111	\$ 175	\$ 175				
65600 Payroll Tax	\$ 255	\$ 266	\$ 438	\$ 438				
75170 Rent	\$ 8,190	\$ 8,190	\$ 8,200	\$ 9,000				
75180 Utilities	\$ 2,485	\$ 2,500	\$ 2,500	\$ 2,500				
75220 Office Supplies & Expense	\$ 400	\$ 400	\$ 1,000	\$ 1,000				
75300 Contracted Services	\$ 188,085	\$ 188,085	\$ 226,500	\$ 244,027.50	(1.5 Deputies at new cost of \$162K each)			
75350 Animal Control	\$ 1,925	\$ 1,500	\$ 1,500	\$ 1,500				
75990 Miscellaneous Expense	\$ 1,000	\$ 500	\$ 500	\$ 500				
76110 Telephone & Communications	\$ 1,630	\$ 1,200	\$ 1,200	\$ 1,200				
TOTAL EXPENSES	\$ 207,430	\$ 206,231	\$ 247,736	\$ 266,064				
Net (Rev-Exp)	\$ (107,430)	\$ (106,231)	\$ (72,736)	\$ (91,064)				

CITY OF TRINIDAD				
PROPOSED FY 2016-17 BUDGET				
General Fund Dept. 401 - Fire Department				
		FY 2016-17 Proposed Budget	FY 2017-18 Proposed Budget	
401 REVENUES				
96000	General Fund Reserves Transfer		75,000	
	TOTAL REVENUES		75,000	
401 EXPENDITURES				
60900	Honorariums	1,800.00	1,800.00	
75180	Utilities	1,150.00	1,000.00	
75190	Dues & Membership	100.00	250.00	
75280	Training/Education	400.00	500.00	
75300	Contracted Services	5,000.00	75,000.00	68K contract - 5K GHD oversight - 2K contingency
76110	Telephone	1,000.00	1,000.00	
76140	Dispatch	900.00	900.00	
78140	Vehicle Fuel and Oil	350.00	350.00	
78150	Vehicle Repairs & Maintenance	2,500.00	2,500.00	
78160	Building Repairs & Maintenance	1,000.00	1,000.00	
78190	Materials, Supplies & Equipment	2,500.00	2,500.00	
78200	Equipment Repairs & Maintenance	400.00	1,000.00	
96000				
	TOTAL EXPENSES	17,100.00	87,800.00	
	NET GF expense (less transfer)		-12,800.00	

PROPOSED FY 2016-17 BUDGET				
General Fund Dept. 401 - Fire Department				
		FY 2016-17 Proposed Budget	FY 2017-18 Proposed Budget	
401	REVENUES			
96000	General Fund Reserves Transfer		75,000	
	TOTAL REVENUES		75,000	
401	EXPENDITURES			
60900	Honorariums	1,800.00	1,800.00	
75180	Utilities	1,150.00	1,000.00	
75190	Dues & Membership	100.00	250.00	
75280	Training/Education	400.00	500.00	
75300	Contracted Services	5,000.00	75,000.00	68K contract - 5K GHD oversight - 2K contingency
76110	Telephone	1,000.00	1,000.00	
76140	Dispatch	900.00	900.00	
78140	Vehicle Fuel and Oil	350.00	350.00	
78150	Vehicle Repairs & Maintenance	2,500.00	2,500.00	
78160	Building Repairs & Maintenance	1,000.00	1,000.00	
78190	Materials, Supplies & Equipment	2,500.00	2,500.00	
78200	Equipment Repairs & Maintenance	400.00	1,000.00	
96000				
	TOTAL EXPENSES	17,100.00	87,800.00	
	NET GF expense (less transfer)		-12,800.00	

General Fund Dept. 401 - Fire Department				
		FY 2016-17 Proposed Budget	FY 2017-18 Proposed Budget	
401 REVENUES				
96000	General Fund Reserves Transfer		75,000	
	TOTAL REVENUES		75,000	
401 EXPENDITURES				
60900	Honorariums	1,800.00	1,800.00	
75180	Utilities	1,150.00	1,000.00	
75190	Dues & Membership	100.00	250.00	
75280	Training/Education	400.00	500.00	
75300	Contracted Services	5,000.00	75,000.00	68K contract - 5K GHD oversight - 2K contingency
76110	Telephone	1,000.00	1,000.00	
76140	Dispatch	900.00	900.00	
78140	Vehicle Fuel and Oil	350.00	350.00	
78150	Vehicle Repairs & Maintenance	2,500.00	2,500.00	
78160	Building Repairs & Maintenance	1,000.00	1,000.00	
78190	Materials, Supplies & Equipment	2,500.00	2,500.00	
78200	Equipment Repairs & Maintenance	400.00	1,000.00	
96000				
	TOTAL EXPENSES	17,100.00	87,800.00	
	NET GF expense (less transfer)		-12,800.00	

[illegible]

CITY OF TRINIDAD				
PROPOSED BUDGET				
Enterprise Fund - Water				
Fund 601				
		FY 2016-17 PROPOSED BUDGET	FY 2017-18 PROPOSED BUDGET	Budget Assumptions
601	REVENUES			
53020	Interest Received	\$ 1,500	\$ 1,500	estimate
53090	Other Miscellaneous Income	\$ 2,500	\$ 2,000	Polymer sales; blackflow prevention devices
57100	Water Sales	\$ 305,000	\$ 305,000	/ .8 x 12 + 2.5% CPI
57200	Bulk Water Sales	\$ 3,000	\$ 5,000	
57300	New Water Hookups	\$ 1,000	\$ 1,000	wash with 79130
57500	Penalties	\$ 1,000	\$ 1,000	penalties less adjustments (leaks, write offs, etc.)
	TOTAL REVENUES	\$ 314,000	\$ 315,500	
601	EXPENSES			
61000	Employee Wages	\$ 92,571	\$ 92,571	see worksheet
61250	Employee Overtime	\$ 500	\$ 500	
65100	Deferred Retirement	\$ 11,081	\$ 11,081	
65200	Medical Insurance & Expense	\$ 38,604	\$ 38,604	
65250	Health Savings Program		\$ 275	
65300	Workmen's Compensation	\$ 3,011	\$ 3,011	
65600	Payroll Tax	\$ 8,045	\$ 8,045	
65800	Grant Payroll Allocation	\$ -	\$ -	
68090	Crime Bond		\$ 280	
68200	General Liability Insurance	\$ 6,125	\$ 6,125	5% 601 (\$17500)
68300	Property & Casualty Insurance	\$ 2,275	\$ 2,625	7500 65% GF; 35% Water
71110	City Attorney - Administrative Tasks	\$ 1,000	\$ 1,000	Minimal
71210	City Engineer - Admin Tasks	\$ 4,000	\$ 4,000	general water stuff
71510	Accountant	\$ 6,500	\$ 6,500	\$17,000 65% (35% water)
71620	Auditor	\$ 7,000	\$ 7,000	65% GF; 35% water \$18,900
72100	Bad Debts	\$ 350	\$ 350	NSF Checks
75180	Utilities	\$ 11,000	\$ 13,000	PG & E \$8,000/7x12 + 10%, sequoia gas \$750
75190	Dues & Memberships	\$ 1,000	\$ 1,000	Underground services alerts; CRWA \$250,
75220	Office Supplies & Expense	\$ 3,000	\$ 3,000	postage and printing
75280	Training/Education	\$ 500	\$ 500	
75300	Contracted Services	\$ 25,000	\$ 15,000	12K Capital Improvement Program
76110	Telephone	\$ 1,800	\$ 1,800	AT&T 327/8x12 + 5%; Verizon 305/8x12 + 5%
76130	Cable & Internet Service	\$ 750	\$ 750	Suddenlink \$49 x 12 + 5%
76160	Licenses & Fees	\$ 2,750	\$ 4,500	Asset mgt annual fee St Public Health \$2000; Board of Equal
78120	STREET LIGHTING	\$ 1,600	\$ 1,600	
78140	Vehicle Fuel and Oil	\$ 1,500	\$ 1,500	same
78150	Vehicle Repairs	\$ 2,000	\$ 2,000	same
78160	Building Repairs and Maintenance	\$ 1,000	\$ 1,000	same
78170	Security System	\$ 500	\$ 500	Advanced security and sheriff
78190	Materials, Supplies and Equipment	\$ 14,000	\$ 12,000	
78200	Equipment Repairs & Maintenance	\$ 1,000	\$ 1,000	same plus slight increase
79100	Water Lab Fees	\$ 3,500	\$ 4,000	same
79120	Water Plant Chemical	\$ 7,500	\$ 7,500	same
79130	Water Line Hook-Ups	\$ 1,000	\$ 1,000	offset by revenue
79150	Water Line Repair and Maintenance	\$ 15,000	\$ 15,000	Repair Major PRV - 14K Meters, Repairs
79160	Water Plant and Equipment Repair	\$ 8,000	\$ 8,000	
90000	Capital Reserves	\$ 15,000	\$ 20,000	amount per rate analysis
	TOTAL EXPENSES	\$ 298,461	\$ 296,616	

CITY OF TRINIDAD

PROPOSED FY2016-17 BUDGET**Enterprise Fund - Cemetery****Fund 701**

		FY 2015-16 Budget	FY 2017-18 Proposed Budget	
	6/30/2013 cash assets: \$149,514			
701	REVENUES			
53020	Interest Income	\$ -		
58100	Cemetery Plot Sales	\$ 9,500	9500	
58150	Cemeteray Plot Refunds			
	TOTAL REVENUES	\$ 9,500	\$ 9,500	
701	EXPENDITURES			
61000	Employee Gross Wages and Overtime	\$ 12,956	14,247	
65100	Deferred Retirement	\$ 1,663	\$ 1,816	
65200	Medical Insurance & Expense	\$ 6,413	\$ 6,920	
65300	Workmen's Comp Insurance	\$ 471	\$ 484	
65600	Payroll Tax	\$ 1,187	\$ 1,296	
75180	Utilities	\$ 700	750	
78190	Materials, Supplies & Equipment	\$ 1,200	500	
	TOTAL EXPENSES	\$ 24,590	\$ 26,014	
		<u>(15,090.00)</u>	<u>(16,513.69)</u>	

CITY OF TRINIDAD

PROPOSED FY2016-17 BUDGET**Special Revenue Fund - Integrated Waste Management****Fund 204**

		FY 2014-15 Budget	FY 2015-16 Budget		FY 2017-18 Proposed Budget
204	REVENUES				
46000	Grant Income				
47650	Recycling Revenue	\$ 5,640	\$ 5,200		\$ 10,500
56150	Franchise Fees	\$ 7,000	\$ 7,000		\$ 6,000
	TOTAL REVENUES	\$ 12,640	\$ 12,200		\$ 16,500
204	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 9,716	\$ 10,313	\$ 10,605	\$ 11,400
65100	Deferred Retirement	\$ 1,251	\$ 1,314	\$ 1,359	\$ 1,443
65200	Medical Insurance	\$ 7,302	\$ 5,017	\$ 5,825	\$ 5,514
65250	Health Savings program				\$ 100
65300	Workman's Compensation	\$ 344	\$ 372	\$ 340	\$ 385
65600	Payroll Tax	\$ 767	\$ 938	\$ 971	\$ 1,030
75120	Waste Recycling Pickup/Disposal	\$ 500	\$ 500	\$ 500	\$ 500
78190	Materials, Supplies & Equipment	\$ 1,000	\$ 1,200	\$ 1,200	\$ 1,200
	TOTAL EXPENSES	\$ 21,380	\$ 19,654		\$ 21,571
			\$ (7,454)		\$ (5,071)

[illegible]



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

2. Discussion/Decision regarding Contract Renewal with Humboldt County Sheriff for Police Services

DISCUSSION AGENDA ITEM

Date: June 28, 2017

Item: CONTRACT FOR HUMBOLDT COUNTY SHERIFF SERVICES

Summary:

The current contract between the City and the County for public safety services provided through the Humboldt County Sheriff's Office is expiring. A new three-year contract is proposed for Council approval.

The contract language is basically identical to our existing contract. The base contract cost for one full time deputy has increased by 8%, or \$12,091, from \$150,634 to \$162,685. The annual cost has been fixed over the last three years; the proposed increase is equivalent to about a 2.5% increase per year over that time. It is important to note that this contract, and cost, covers not just the single Deputy, but also provides the City with 24/7 emergency response and access to all detective, juvenile and other specialized services provided by the Sheriff in the unincorporated areas of the County, such as homicide investigations and narcotics enforcement.

The assigned deputy will work four ten hour shifts per week. The Contract continues to provide the option of hiring additional 8 hour shifts of coverage. The planned addition of a half time deputy is funded in the draft budget and identified as an option in this contract. That will require further coordination with the Sheriff's Office and will depend in part on their staffing levels.

The current contract is in a 'final draft' form and is being reviewed by County staff.

Financial Considerations:

The City will be receiving \$175,000 in grant funds to support public safety costs in FY 2017-18. \$100,000 of that are from a reliable state COPS grant, and \$75,000 are local Measure Z grant funds awarded by the County.

This Contract has a minimum cost of \$162,685 for one deputy, but the draft budget assumes the contract will cover 1.5 deputies for a cost of \$244,028. If the Sheriff's Office is not able to fill the half time deputy position this year, those funds will go towards hiring additional shift coverage.

With City staff time, and pro-rated rent, utilities, and supplies, the total Police Budget for FY17-18 is ~\$266,000, with \$91,000 of that coming from the General Fund and the rest from the grants mentioned above.

Staff Recommendation:

1. Approve draft Contract for Law Enforcement Services within the City of Trinidad
2. Authorize Mayor and City Manager to sign final Contract version pending County approval.

Attachments:

Draft Contract.

City of Trinidad Contract

Agreement to Provide Law Enforcement Services Within The City of Trinidad

THIS AGREEMENT is made and entered into this 1st day of July 2017 by and between the County of Humboldt, a political subdivision of the State of California (hereinafter called "COUNTY"), and the City of Trinidad, a municipal corporation in the County of Humboldt (hereinafter called "CITY").

Term of Agreement

- I. Basic Term. The term of this AGREEMENT shall commence July 1, 2017 and continue through June 30, 2020, a thirty-six (36) month term, expiring June 30, 2020, unless sooner terminated pursuant to Section 18.
2. Extended Term. The term of this AGREEMENT may be extended for successive periods of one (1) year if the legislative bodies of both parties determine to so extend the term and written notice of such renewal is given to the other party at least three (3) months prior to expiration. The extended terms shall be referred to as first Extended Term, Second Extended Term, etc.

WITNESSETH:

WHEREAS, pursuant to the authority provided in the Government Code, CITY and COUNTY desire to contract in order that COUNTY, through Sheriff, will perform law enforcement services within the CITY.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

- I. The basic level of services to be provided shall consist of 24 hours of coverage, seven (7) days a week for response to calls at a level not less than that provided by the Sheriff in adjacent areas of the COUNTY, including related back-up and auxiliary services such as investigative, criminalistics, supervisory, and traffic service functions.

The staffing level of personnel dedicated to service within CITY shall be one (1) Deputy Sheriff, working forty (40) hours per week in four (4) ten (10) hour shifts. In addition, this compliment of personnel shall be supported by an appropriate number of Sheriff's supervisory and management personnel, as deemed necessary by the COUNTY. All additional calls for service outside of the contracted ten (10) hours of service per day shall be dispatched from the Patrol Division. No additional cost to the CITY will be incurred for service calls received outside the

ten (10) hours of dedicated patrol service each day. This service may also include regular, random patrol, as available, of the City of Trinidad during the non-dedicated patrol hours of service. In the event one of the deputies assigned to the CITY is unable to perform their duties, due to long-term medical or disability issues, the Sheriff shall assign a suitable replacement until the assigned deputy is cleared to return to full duty.

It is agreed that the deputy dedicated to the CITY shall be scheduled to work forty (40) hours per week, less vacation, sick leave, or any other approved or mandated times away from work. With the exception of long-term medical or disability issues discussed above, COUNTY shall not be responsible or required to backfill other deputies to cover for the assigned Deputy out on vacation, sick leave, or other approved or mandated time away from work. For the purpose of this agreement, long-term shall be considered more than 80 hours of consecutively scheduled work hours.

The operation commanders may temporarily modify work schedules as necessary to accommodate unusual circumstance, emergency situations, or other law enforcement requirements within the City of Trinidad. When such situations occur, the operations commander shall advise the City Manager or his designee of the staffing modifications as soon as practical.

COUNTY and CITY may, by mutual written agreement, expand this level of service to include an additional half time (0.5 FTE) Deputy Sheriff who would work two ten (10) hour shifts per week. This expansion is dependent on CITY financial resources and COUNTY staffing availability.

2. The law enforcement services to be provided by the COUNTY to the CITY within the CITY 's incorporated area shall include:
 - A. Enforcement of State Statutes;
 - B. Enforcement of ordinances of CITY (excluding animal control, building and construction);
 - C. Police protection of the type provided by the Sheriff;
 - D. Traffic enforcement, with the exception or such traffic enforcement as may be provided by the California Highway Patrol on any freeway traversing the CITY or as required by statute;
 - E. All detective, juvenile and other specialized services provided by the Sheriff in the unincorporated areas of the COUNTY, such as homicide investigations and narcotics enforcement;
 - F. When requested by the CITY, via the City Manager, a representative of the Sheriff's Office at the rank of Lieutenant or higher shall meet quarterly with the public, either in a special meeting or at a council meeting to discuss CITY policing issues;
 - G. All other law enforcement services of the type provided by the Sheriff within the unincorporated areas of the COUNTY;

- H. At the expense of the CITY, a cellular telephone will be issued to the assigned Deputy Sheriff. The telephone number for this cellular telephone shall be made available to the public. The assigned Deputy Sheriff is expected to maintain the cellular telephone in a charged and available status during normal duty hours, with the exception of officer safety issues or when busy on calls for service.
- I. At the expense of the CITY, a magnetic emblem and/or wording with mutually agreed upon language or emblem that represents the CITY may be affixed to the assigned Deputy Sheriff's patrol vehicle during all assigned shifts to the CITY.
- J. The assigned Deputy Sheriff will adjust his/her schedule to attend identified reoccurring special events within the CITY, including the 4th of July, Fish Festival, Clam Beach Run, and Summer Art Night events (Fridays).
- K. With a minimum of fifteen (15) days' notice, The COUNTY shall provide one (1) supplemental Deputy Sheriff for Law Enforcement services based upon the COUNTY published fee schedule for the services of a Deputy Sheriff at the time of request. With a notice that is less than fifteen (15) days prior to the requested date of services, the COUNTY will make effort to provide the requested supplemental services, but is not under obligation to provide such services. In either event, each supplemental law enforcement service request shall be for a time period no less than eight (8) consecutive hours of scheduled service per Deputy Sheriff. The exception to the eight (8) hour time block would be if the CITY requests supplemental services by the assigned CITY Deputy Sheriff. These supplemental hours would be no more than four (4) hours and would run consecutive to a regularly scheduled work day. The COUNTY and CITY agree there would be no time limit for the request of these supplemental services and would be based solely on the availability of the assigned CITY Deputy Sheriff and the approval of the supervising Operational Commander.

The Sheriff shall not be required to assume any enforcement duty or function inconsistent with those performed by the Sheriff under the ordinances of the COUNTY and the statutes of the State of California.

- 3. The Sheriff shall give prompt consideration to all requests of the City Manager regarding the delivery of general law enforcement services, including staffing assignments, and make every reasonable effort to comply with requests consistent with good law enforcement practices and other provisions of this AGREEMENT. To facilitate the timely exchange of such information between the CITY and the COUNTY, the Parties hereto shall meet from time to time to discuss performance issues under this AGREEMENT and the attendees shall include the City Manager, the Operations Division Commander, the Trinidad contract Sergeant, and a designated city council member.
- 4. For the purposes of performing services and functions pursuant to this AGREEMENT, and only to give official status to such performance, every COUNTY Deputy or employee shall be deemed to be an ex-officio officer of the CITY while engaged in performing any such service or function which is a

municipal function falling within the scope of this AGREEMENT.

5. The CITY shall have the right to discuss with the COUNTY issues of concern related to matters covered under this AGREEMENT. However, the manner or rendition of services, the standard of performance, the discipline of employees and other matters incident to the performance of services, including control of personnel so employed, shall remain under the exclusive control of the Sheriff. The Sheriff shall, however, give consideration to requests of the City Manager, which may relate to the performance of services under this AGREEMENT. In the event of a dispute between the parties as to the duties and functions to be rendered or the manner of their performance, determinations by the Sheriff shall be final and conclusive as between the parties.
6. An inventory of furnishings and fixtures contributed by the CITY and the COUNTY for purposes of supplying the station shall be maintained throughout this AGREEMENT. The initial inventory is attached hereto and incorporated herein as Exhibit "A" and shall be updated from time to time by the parties hereto. Each party will continue to bear their own costs of such items and upon termination of this AGREEMENT, said items of like kind shall be returned to the respective agency that had original ownership.
7. COUNTY shall provide the necessary supplies, equipment services and materials required for performing its duties under this AGREEMENT, including vehicle acquisition, maintenance, fuel and replacements.
8. COUNTY and CITY shall determine where such law enforcement quarters are to be located within the CITY. It is expressly understood that the COUNTY may use such quarters in connection with the performance of its duties beyond the scope of services previously outlined in sections 1-4 and in connection with the performance of its duties in territory outside the CITY and adjacent territory, provided, however, that the performance of such non-city duties shall be at no additional cost to the CITY.
9. At the time of execution of this AGREEMENT, the charge to the CITY for the services and functions to be performed by the COUNTY at the level of service agreed upon by the CITY is \$162,685 annually, an increase of \$12,051 or 8%.

The total cost charged to the CITY does not include expenses attributable to services or facilities normally provided to all cities within the COUNTY as part of enforcement duties and functions performed by the Sheriff under the ordinances and regulations of the COUNTY and the statutes of the State of California. The method used in arriving at the total cost charged to the CITY is the application of the established actual personnel costs, and the indirect administrative, operational and county cost based on the percentage of direct services to the Sheriff's overall operational budget. The cost formula and its components are set forth in Exhibit "B" hereof which is attached hereto and incorporated herein by reference.

10. The CITY shall render to COUNTY the amount of \$40,671.25 on a quarterly basis payable on the following dates: first (1st) payment due October 1, second (2nd) payment due January 1, third (3rd) payment due April 1, and fourth (4th) payment due July 1. Any extended term shall follow this quarterly payment schedule. The COUNTY shall, 30 days prior to the payment due date, provide to the CITY an invoice which will reflect the amount due by CITY for services rendered by COUNTY under this AGREEMENT during the previous quarter. If such payment is not received by COUNTY within thirty (30) days of the due date, COUNTY shall be entitled to recover interest at a rate of seven (7%) percent per annum and the COUNTY may terminate this AGREEMENT immediately, and without any further notice take such steps as may be necessary to enforce payment.
11. Re-computation of General Law Enforcement Services. Except as otherwise specified hereinafter, the total amount charged for General Law Enforcement Services, as defined in Section 2, shall be recomputed annually on or before June 1 of each calendar year for the following fiscal year, with the fiscal year defined as July 1 through June 30. The re-computation calculation shall be determined by the COUNTY based upon estimated additional costs of providing General Law Enforcement Services described in Section 2. The re-computation formula will specifically include estimated costs for items specified in Exhibit B. The total contract amount for the applicable fiscal year will be effective July 1 of that fiscal year, subject to appeal by CITY. Staff representatives of the COUNTY and CITY are advised to meet during the calculation process and prior to any formal presentation before their respective governing bodies. At the request of either party, cost increases will be formally addressed at any time within the term of this AGREEMENT.
12. The CITY, its officers and employees, shall not assume by this AGREEMENT any liability for the direct payment of any salary, wages, or other compensation to any officer or employee of COUNTY that is performing services hereunder for the CITY, or for any other liability other than that provided for in this AGREEMENT.
13. COUNTY shall defend, indemnify, and hold harmless the CITY, its agents, officers, council persons, commissioners, and employees, for any liability for injury to or death of any person or damage to or loss of any property caused by any negligent or wrongful act or omission occurring in the performance of this AGREEMENT by COUNTY, and CITY shall defend, indemnify, and hold harmless COUNTY, its agents, officers, and employees for any liability for injury to or death of any person or damage to or loss of any property caused by any negligent or wrongful act or omission occurring in the performance of this AGREEMENT by CITY. The CITY shall also indemnify and hold harmless the COUNTY, its officers, agents and employees from any claim or liability, based or asserted upon the illegality or constitutionality of any CITY ordinance that the COUNTY has enforced under this contract. This indemnification shall extend beyond the term of this

AGREEMENT, including any extension therefore, as to claims, actions or judgments arising from the conduct or inaction of any personnel during the term of this AGREEMENT.

The COUNTY and its insurer or self-insured pool shall waive its rights to subrogate against the CITY, its officials, officers, employees and volunteers for all workers' compensation claims, injuries or illness arising from the performance of this AGREEMENT. The COUNTY shall provide an endorsement from its insurer or self-insured pool waiving its subrogation rights.

The COUNTY and its insurer, or self-insured pool, shall provide evidence of general and automobile liability insurance with limits no less than \$2,000,000.00 per occurrence.

The COUNTY shall provide an endorsement from its insurer or self-insured pool naming the City of Trinidad, its officials, employees, and volunteers as additional insured.

14. It is expressly understood between the parties to this AGREEMENT that no employer/employee relationship is intended; the relationship of COUNTY to CITY being that of an independent contractor and CITY and COUNTY retain sole and independent liability for the actions of the employees of each.
15. CITY, through its City Manager, shall have access to non-privileged and non-confidential reports and other documents pertaining to the services provided hereunder and within the scope of the Public Records Act (Government Code Section 6250 et seq.). COUNTY shall transmit monthly, to the City Manager statistical reports on crime occurrence, traffic incidents, and other contract services within the CITY .
16. All work performed hereunder is subject to limitations of Section 23008 of the Government Code or the State of California, and in accordance therewith, before any work is performed or services rendered pursuant hereto, an amount equal to the cost to the CITY must be reserved by the CITY from its funds to ensure payment for work, service, or materials provided by COUNTY hereunder.
17. COMPLIANCE WITH NUCLEAR FREE ORDINANCE: In recognition of the Humboldt County Nuclear Free Ordinance, the CITY certifies by its signature below that it is not a nuclear weapons contractor, in that CITY is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Ordinance in Humboldt County. CITY agrees to notify COUNTY via HCSO immediately if it becomes a nuclear weapons provider, as defined above. CITY acknowledges that, per the terms of the Humboldt County Nuclear Free Ordinance, COUNTY via HCSO may immediately terminate this AGREEMENT if it determines that the foregoing certification is false or if CITY becomes a nuclear weapons provider.
18. This AGREEMENT shall take effect on **July 1, 2017**, or at such sooner time as

the parties may agree in writing, and, unless sooner terminated as provided herein, shall terminate on **June 30, 2020**. Either party may terminate this contract upon sixty (60) days written notice, which notice shall take effect at the end of the sixty (60) day notice period. Compensation shall be prorated for the fiscal quarter in which the termination occurs.

19. Notices given to parties under this AGREEMENT shall be deemed given when personally delivered or sent and delivered by United States certified mail, postage prepaid, return receipt requested and addressed as follows:

TO THE COUNTY

Office of the Sheriff
Humboldt County Sheriff
826 4th Street
Eureka, CA 95501

TO THE CITY

Office of the City Manager
City of Trinidad
PO Box 390
Trinidad, CA 95570

20. No waiver with respect to one covenant, term or condition shall be deemed to constitute a waiver of any other covenant, term, or condition herein, or a waiver of any prior or subsequent failure to perform such covenant, term, or condition.
21. The provisions of this AGREEMENT shall be binding upon and shall inure to the benefit of the parties hereto and their respective governing boards, successors, assigns, and legal representatives.
22. This AGREEMENT contains all agreements of the parties with respect to any matter mentioned herein. No prior agreement or understanding pertaining to any such matter shall be given effect, and this AGREEMENT may only be amended by a writing signed by the parties.
23. The invalidity of any provision of this AGREEMENT as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.
24. Each person executing this AGREEMENT on behalf of the CITY represents and warrants that he or she is authorized by the CITY to execute and deliver this AGREEMENT on behalf of the CITY and that this AGREEMENT is binding on the CITY in accordance with its terms and provisions.
25. The parties hereto agree that the provisions of this AGREEMENT will be construed pursuant to the laws of the State of California. To the extent permitted by law, venue for any legal proceeding involving this AGREEMENT shall be in the courts of Humboldt County, California.
26. Time is hereby expressly declared to be of the essence of this AGREEMENT and each and every provision herein.

IN WITNESS THEREOF, CITY by resolution or other official action duly adopted by its council caused this AGREEMENT to be subscribed by its Mayor and attested by its Clerk, and the COUNTY, by order of its Board of Supervisors, has caused this contract to be subscribed by the Chairman and the seal of said Board to be affixed thereto and attested by the Clerk of said Board on the day and year first hereinabove written.

ATTEST:
City Clerk

By: _____

ATTEST:
Clerk of the Board of Supervisors

By: _____

**APPROVED AS TO CONTENT AND
RECOMMENDED**

By: _____
City Manager
City of Trinidad

By: _____
Sheriff
County of Humboldt

By: _____
Mayor
City of Trinidad

By: _____
Virginia Bass, Chair
Board of Supervisors
County of Humboldt

APPROVED AS TO FORM

By: _____
City Attorney
City of Trinidad

By: _____
Office of County Counsel
County of Humboldt

By: _____
Risk Manager
County of Humboldt

EXHIBIT "A "

Inventory List of Furnishings Trinidad Police Department

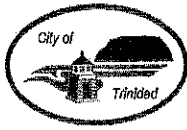
These Items have been provided by the City of Trinidad for use by the Humboldt County Sheriff's Office.

Lockable Office Containing:

- One Lshaped mahogany colored, 2-drawer executive desk w/topper
- One Black executive chair on rollers
- One One Dell computer w/monitor, keyboard and mouse
- One APC computer backup system
- One 5-shelf bookcase
- One Cross-cut paper shredder
- One 3-line telephone
- One Trash can
- One 2-ft x 2-ft pedestal table w/two matching wooden chairs
- One Brass desk lamp
- One Set of dark wooden shades
- Miscellaneous office supplies (pens, pencils, stapler, scotch tape dispenser)

Also Available for Use:

- Kitchen containing microwave, sink, refrigerator, coffee maker
- Bathroom w/toilet, sink and shower
- Two large bulletin boards
- One white board/cork board
- Fax machine
- Paper supplies
- Copier
- Printer



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

3. Ocean Avenue Encroachments and Right of Way Recovery Project Bid Process and Award

CONSENT AGENDA ITEM

Wednesday, June 28, 2017

Item: Bid Process Update on Ocean Avenue Encroachments and Right of Way Recovery Project

Summary:

On March 8, 2017, staff described the issue of encroachments along Ocean Avenue, and specifically at 407 and 357 Ocean Avenue resulting in parked cars partially blocking what should be the cleared roadway. Staff proposed moving forward with further conversations with the property owners, getting cost estimates for recovering the Ocean Avenue right of way and coming back to Council for cost approval.

Affected property owners on Ocean Avenue have been notified and consulted. Staff developed a scope of work and solicited bids from the City's prequalified bidders on June 16. A pre-bid site visit was held on June 20, with 2 contractors attending. Bids were received and opened at noon on Monday June 26. The low Bid amount and contractor will be presented at the meeting, as they are not available as of the Agenda Packet deadline. The Project cost will come out of the FY 2017-18 Budget for Public Works Contracted Services.

Staff Recommendation:

Award the Ocean Avenue Right of Way Recovery Project to low bidding contractor.

Attachments:

- Ocean Avenue Solicitation for Bids and Scope of Work

SOLICITATION FOR BIDS

City of Trinidad
Owner
PO Box 390
409 Trinity Street
Trinidad, CA 95570
Address

Separate sealed bids will be received to provide all labor and materials for the City of Trinidad (City) Ocean Avenue Right of Way Recovery Project as described in the Scope of Work. Contractor must be a prequalified bidder to bid on this project, and bids from contractors not pre-qualified will not be accepted by City. This is a public works project so all bidders must be registered with the Department of Industrial Relations, pay the prevailing wage (this includes, travel, subsistence, holiday pay, designated days off and overtime), determined by the Director of the DIR according to the type of work and location.

A pre-bid meeting will be held at 407 Ocean Avenue, Trinidad CA, on Tuesday June 20 at 10:00 am.

The work consists of locating utilities, clearing the street right of way, excavating and backfilling the gravel shoulder and installing a retaining wall and the furnishing of all labor, material, equipment and supervision for construction of the Project.

Bids will be received at Trinidad Town Hall 409 Trinity Street, P.O. Box 390, Trinidad, California 95570, California until 12:00 pm Pacific Standard Time (PST) on June 26, and then at said office publicly opened and read aloud. All contractor questions must be submitted by 5:00 pm on Thursday June 22. Questions received after that time will not be responded to prior to bid opening.

This is a public works project so the general prevailing wage rates applicable to the work are set by the Director of the Department of Industrial Relations, State of California. The Contractor will be required to comply with any changes in these wage rates as they are updated by the State government at no cost to the Owner. Labor Compliance on this project will be monitored by the California Department of Industrial Relations.

The Contract documents and scope of work are included with this solicitation. The Contract Documents are available and may be examined at the following locations: The City of Trinidad, 409 Trinity Street, Trinidad CA 95570, or via email from cityclerk@trinidad.ca.gov or (707) 677-0223.

Bryan Buckman
Public Works Director
City of Trinidad

6/16/17
Date

City of Trinidad Ocean Avenue Right of Way Recovery Project

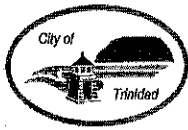
Scope of Work

At 407 Ocean Ave in front of property:

- Contractor to locate utilities
- Remove A/C curb
- Shrubs to be trimmed to 1 foot from right of way on city side
- Excavate 6 inches below road grade to 1 foot from edge of city side of right of way and compact exposed subgrade
- Install 4 x 4 (minimum size) pressure treated lumber rebar pinned retaining wall to lawn grade
- Backfill with open graded crushed base rock to road grade and compact
- Meter box to be re-installed to road grade

At 364 Ocean in front of property

- Contractor to locate utilities
- Remove hedge on City side to edge of right of way
- Excavate to 6 inches below road grade and compact exposed subgrade
- Backfill with open graded crushed base rock to road grade and compact
- Meter box to be re-installed to road grade



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

4. Firehouse Expansion Bid Process and Award



June 22, 2017

Daniel Berman
City Manager
City of Trinidad
P. O. Box 390
Trinidad, CA 95570

Re: Trinidad Firehouse Expansion Project Bid Results

Dear Mr. Berman,

The bid opening for the Trinidad Firehouse Expansion Project was conducted yesterday at 3 PM in GHD's Eureka office. Two contractors provided complete bid packages with the following bid amounts:

Contractor	Bid Amount
New Life Service Company	\$79,500
Adams Commercial General Contracting, Inc.	\$68,040

A detailed summary of the bids is presented as an attachment. Based on the bid results, we recommend that the City Council awards the project to Adams Commercial General Contracting, Inc. for \$68,040.

Construction is scheduled to start July 10, 2017 and is expected to be complete within two months. Work performed by the contractor will be during normal business hours (Monday- Friday, 8 AM to 5 PM) and is anticipated to not interfere with surrounding business operations.

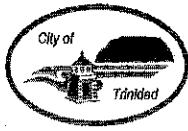
Please feel free to contact us if you have any questions or require additional information.

Respectfully,
GHD Inc.

Dagan Short, PE
Project Manager

City of Trinidad
Firehouse Expansion Project
 Bid Opening 3:00 PM Wednesday, June 21, 2017

BID SCHEDULE ITEMS				CONTRACTOR	
				New Life Service Co	Adams Commercial
Item No.	Description	Quantity	Units	Total	Total
1	Mobilization	1	LS	\$1,000	\$6,000
2	Demobilization and Site Cleanup	1	LS	\$1,000	\$2,000
3	Site Work and Concrete Foundation	1	LS	\$20,000	\$13,040
4	Rough Framing (including Trusses)	1	LS	\$16,000	\$17,000
5	Sheathing, Roofing, Doors, and Windows	1	LS	\$10,500	\$9,000
6	Interior Finishes	1	LS	\$16,000	\$7,000
7	Exterior Finishes	1	LS	\$15,000	\$9,000
	TOTAL BID			\$79,500	\$68,040
Recommended Bid Award					\$68,040



DISCUSSION AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

5. Discussion/Decision regarding Trinidad Storm Water Management Improvement Project Financing

DISCUSSION AGENDA ITEM

Date: June 28, 2017

Item: STORM WATER PROJECT FINANCING

Summary:

Staff are working to secure the \$350,000 in matching funds needed to complete the final phase of the Storm Water Management Improvement Project and eliminate storm water discharge into Trinidad Bay. These funds are required match for the \$4,000,000 State Grant that we were awarded in December.

The preferred source for the match funding is the US Department of Agriculture (USDA) Storm Water Loan Funding, and staff are working on that application, as authorized by Council on March 22, 2017. USDA staff have participated in a site visit and indicated the project may be eligible for a grant rather than a loan (to be determined by USDA during application review). A Project Engineering Report as well as an Environmental Report (NEPA) are a requirement for the USDA Storm Water funding application. The total cost of the two reports is estimated at \$56,000. These reports will both help move the project forward, as well as allowing us to apply for the match funding.

USDA staff have a separate grant program to help fund these studies. The City has already applied for \$25,881 in USDA SEARCH grant funding to pay for the Engineering Report. We expect to hear back any day on that request. Assuming the Engineering Report grant is funded, the City will be eligible to apply for Environmental Report funding. In order to keep the project moving forward and avoid jeopardizing the \$4,000,000 in SWGP grant funding already secured, staff recommends \$56,000 be budgeted for the two reports in FY 2017-18 budget. Staff anticipate, but cannot guarantee, that USDA SEARCH grants will cover this cost in full.

To date, the City has invested \$2,830,000 (primarily Prop 84 grant funding) to complete Phase 1 storm water improvements in the upper part of town. This summer, the City will construct the remaining Phase 1 LID storm water improvements paid for with approximately \$700,000 in Prop 1 grant funds from the Ocean Protection Council. In December 2016 the Water Board awarded the City \$4,000,000 in Prop 1 funding to construct the Phase 2 improvements to the complete the lower part of the storm water system and eliminate the storm water discharge from Trinidad Bay. Eliminating the City's storm water discharge from Trinidad Bay has been a major goal of the City since 2008, when the watershed plan was completed.

Staff Recommendation:

1. Budget \$56,000 for the Storm Water Project Engineering Report and Environmental Report.
2. Accept SEARCH grant funding for Engineering Report and Environmental Report, if approved by USDA.
3. Authorize the City Manager to enter into an agreement with GHD not to exceed \$25,881 for the Engineering Report

Attachments:

- GHD Inc. Agreement for the Storm Water Project Engineering Report.



**Agreement Between
City of Trinidad and
GHD Inc. For
Development of a USDA Preliminary Engineering Report and Funding Application Assistance**

This agreement relates to a master services agreement dated May 20, 2008 between the City of Trinidad (City) and GHD Inc. (GHD). All provisions of the prime agreement apply to this scope of services unless noted otherwise herein.

PROJECT UNDERSTANDING

The City is pursuing funding through the United States Department of Agriculture (USDA) Rural Development for matching funds for the Trinidad Stormwater Management improvement Project Phase 2. The City successfully applied for approximately \$4 million in grant funds from the State Water Resources Control Board's (SWRCB) Proposition 1 Stormwater Grant Program. The City must provide a 10% match to the grant funds. Some match funds will come from existing planned work on stormwater in the City, however, an additional \$325,000 is needed to supplement the match. Under this Task, GHD will assist the City in applying for grant/loan funds from USDA to cover the outstanding match requirement for the SWRCB Proposition 1 Grant. A major component of the USDA funding application is the development of a Preliminary Engineering Report (PER). Following are the required items to be included in the PER in support of the project:

- 1) Project Planning
- 2) Existing Facilities
- 3) Need for Project
- 4) Alternatives Considered
- 5) Selection of Alternative
- 6) Proposed Project (Recommended Alternative)
- 7) Conclusion and Recommendations.

In addition, it is anticipated that the City will require GHD's assistance on the completion of several USDA forms. The following sections describe the work to be completed by GHD.

SCOPE OF WORK

Task 1 – Project Planning

This task provides information on the overall location, known environmental resources present, population trends and community engagement. Significant Background data exists on the project and need which will be summarized in this section of the PER.

Task 2 –Existing Facilities

This task includes development of a location map, a description of the history and condition of existing facilities, and financial status of the City including annual operation and maintenance (O&M) costs and Capital Improvement Plan (CIP) information. GHD will require input from the City for meeting the requirements of this task. The City will provide the following for GHD's use in this task:

- 1) Status of existing debts and required reserve accounts
- 2) Estimated costs for maintenance of existing stormwater systems



Task 3 – Need for Project

GHD will describe the background that illustrates the need for the stormwater improvement project, including 2004 discharge prohibition letter, exception request, on-going implementation, and current grant funding match needs.

Task 4 – Alternatives Considered

The PER requires an analysis of alternatives. GHD will develop one new alternative for consideration in the PER beyond the no project alternative and the proposed stormwater improvements. The alternative will likely focus on mechanical treatment system that would be needed to achieve the same project outcome of no polluted stormwater discharge to the ASBS. A description of each alternative will be provided and include the following:

- Design Criteria
- Map
- Environmental Impacts
- Land Requirements
- Potential Construction Problems
- Sustainability Considerations
- Order of Magnitude Opinion of Probable Cost

GHD will summarize site geology and environmental impacts from previously completed studies.

Task 5 – Selection of Alternative

Under this task the alternatives will be compared per the requirements of the PER. A life cycle cost for the alternatives based on order of magnitude capital costs and estimated O&M costs will be developed. Non-monetary factors will also be considered including land requirements, environmental requirements (California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA), and permitting.

Task 6 – Proposed Project (Recommended Alternative)

Under this task, a fully developed description of the proposed project will be developed. This will include the following:

- 1) Description of the Preliminary Project Design
- 2) Project Schedule
- 3) Permit Requirements
- 4) Sustainability Considerations, if applicable
- 5) Total Project Cost Estimate
- 6) Annual Operating Budget

Task 7 – Conclusion and Recommendations and Report Finalization

Under this task, additional recommendations and next steps will be presented. Comments from USDA and the City will be incorporated and a final Report provided.

Task 8 – Additional Grant Assistance

In addition to completion of the PER, the City will need assistance with the completion of grant application, including assistance with budget forms, facilities descriptions, and other supporting documents. This task also covers as-needed coordination with USDA Rural Development to keep the application moving forward.



DELIVERABLES

- Draft Preliminary Engineering Report – One (1) electronic copy
- Final Preliminary Engineering Report – One (1) electronic copy and three (3) hard copies.

EXCLUDED SERVICES

The following items are not included in this scope of services:

- Final design
- Completion of CEQA/ NEPA
- Permit Applications
- Any special studies not specifically defined above
- Land surveying

SCHEDULE

GHD will complete the Preliminary Engineering Report within two months of receiving a signed scope of services.

COMPENSATION

Our fee for the work described in this scope of services is detailed in the Table below:

Task	Fee
1.0 Project Planning	\$ 1,574
2.0 Existing Facilities	\$ 1,405
3.0 Need for Project	\$ 806
4.0 Alternatives Considered	\$ 7,994
5.0 Selection of An Alternative	\$ 2,578
6.0 Proposed Project (Recommended Alternative)	\$ 4,540
7.0 Conclusions and Recommendations	\$ 4,048
8.0 USDA Application Assistance	\$ 2,936
Total	\$ 25,881

GHD can complete the above tasks on a time and materials basis according to our labor rate schedule in place at the time the work is performed, for a fee not to exceed \$25,881.

ACKNOWLEDGEMENT

Please acknowledge your agreement with the above described services, fees, and terms by signing below and returning to us.

City of Trinidad

GHD

Signature Date

Dan Berman, City Manager

Signature Date

Steven Allen, Managing Principal